18

SINGLE SOURCE AWARD **BID # SS-11252-22**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to retroact the period of service from October 1, 2021 to date of award. Recommend approval of single source award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is from date of award through September 30, 2022. Total expenditure amount not to exceed $80,980.00.

Funding Source: 00111.172101.534100.000000.00000000.00000.0000000

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $80,980.00 **Requisition #:**

Attachments: Recommendation Memo, Single Source Form, Vendor Quote and Previous Awards

Certification as to Single Source: Bryan Mosier, Director, Neighborhoods Department

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

Analyst: Annette Burney

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 _____

FORM GB-113, Revised 12/2007

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street
7th Floor Ed Ball
Jacksonville, FL 32202
(904) 255-7099

MEMORANDUM

DATE: September 28,2021

TO: Gregory Pease, Chief
Procurement Division

THROUGH: Bryan Mosier, Director
Neighborhoods Department

FROM: Daniel Nasr, Finance Manager
Neighborhoods Department

SUBJECT: Sole Source Request – HLP Inc. Services

The Neighborhoods Department on behalf of the Animal Care and Protective Services Division (ACPS) respectfully requests approval to use HLP Inc. to provide data input services of the City of Jacksonville animal licenses into the Chameleon Shelter Management System. The period of service will be from October 1, 2021 through September 30, 2022.

Chameleon Shelter Management Software is used to maintain and manage information regarding rabies vaccinations and licenses sold to the public by area clinics and ACPS for the City of Jacksonville. Section 462.502 of the City of Jacksonville Ordinance Code establishes the requirement for vaccinations, registration, and licensing of dogs, cats, and ferrets.

Please contact me at 255-8831 if you have any questions. Thank you for your consideration of this request.

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

The software license renewal fee is $1,920 and the annual WebLicensing/WebDonation Service fee is $3,840.00. The image data entry and vet import services are $0.79 per transaction. The web licensing is $0.35 per transaction. ACPS expects 93,000 scans for image data entry/vet import and 5,000 transactions for web licensing. The anticipated costs thru September 30,2021 is $80,980.00

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

ACPS uses the Chameleon Shelter Management Software for all records related to the animals cared for by the ACPS staff including citations, care calls, medical records, etc.. HLP, Inc is the sole developer, owner, and marketing source for Chameleon Shelter Management Software. Using their data conversion services, allows ACPS to easily and efficiently keep the records for all rabies, licenses and veterinary services provided to the residents of Duval county.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Research conducted found that HLP, Inc. is the only authorized supplier for Chameleon/CMS and Chameleon Public Access licensed software programs. The supplier submitted a sole source letter to confirm they are the sole source for this purchase.

Single Source Purchase Order 619608-21

Purchase Order	619608-21
Order Date	08-MAR-2021
Change Order	0
Change Order Date	08-MAR-2021
Revision	0
Ordered	49,820.00 USD
Requisition Number	NBAC-500192-21
Solicitation Number	SS-10038-21
All packing slips, invoices, and correspondence must reference the purchase order number	

Sold To
City of Jacksonville
117 West Duval Street
JACKSONVILLE, FL 32202

Supplier
HLP INC
9888 West Belleview Avenue #110
LITTLETON, CO 80123

Bill To
City of Jacksonville
117 West Duval Street, Suite 375
JACKSONVILLE, FL 32202

Ship To
Animal Care & Protective Services
2020 Forest Street
JACKSONVILLE, FL 32204 US

Notes The amount was reduced due to coverage for 7 months instead of 12. Remaining 5 months to be paid by requisition as improper purchase.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20930	Net 30	Freight Prepaid	FOB Destination	Best Way

Buyer	Deliver To Contact
Annette Leslie-Burney Email: aburney@coj.net Phone: 904-2558810	Rebecca Rawls E-mail: RawlsR@coj.net

Attachments

Type	File Name or URL	Title	Description
File	SS-10038-21 HLP CHAMELEON INVOICE.pdf	SS-10038-21 HLP CHAMELEON INVO	Reduced Invoice - Due to 7 months of service
File	SINGLE SOURCE FORM - HLP.pdf	SINGLE SOURCE FORM - HLP.pdf	
File	HLP Quote 1-27-21.pdf	HLP Quote 1-27-21.pdf	
File	HLP Department Memo.pdf	HLP Department Memo.pdf	
File	Protest Procedures.pdf	Protest Procedures.pdf	

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	To Provide Image Entry (.79 per transaction), Vet Import (.79 per transaction) & Web Licensing (.35 per transaction). Will include annual service for Vet Import & Image Entry of $1,920.00 per year. 00111.172101.534100.000000.00000000.00000.0000000	49,820.00				

Ship To	Promised	
Animal Care & Protective Services		49,820.00

Single Source Purchase Order 619608-21

Line	Item		Price	Quantity	UOM	Ordered	Taxable

2020 Forest Street
JACKSONVILLE, FL 32204

3/3/21
Requested
2/10/21

Requested Date correspond to the date of arrival at the Ship-to Location.

Line Total	**49,820.00**
Total	**49,820.00**

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Gregory Pease, Chief, Procurement Division

SINGLE SOURCE AWARD **BID # SS-0285-20**

Subject: Chameleon Shelter Management Software

Department: Animal Care and Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2019 to date of award.

Recommend approval of single source award to HLP, Inc. to provide data entry services for animals housed or passing through the animal care facility. Period of service is from date of award through September 30, 2020. Total expenditure amount not to exceed $68,000.00.

Funding Source: ERAC011-03410 - To be encumbered by purchase order

Single Source Award To: HLP, Inc.

Price Justification: See Attached

Total Award: $68,000.00 **Requisition #:**

Attachments: Recommendation Memo, Single Source Form, Vendor Quote and Previous Awards

Certification as to Single Source: Bryan Mosier, Director, Neighborhoods Department

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

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R Eilhart
CHAIRMAN

10/10/19
DATE

RMcG

ACTION OF AWARDING AUTHORITY DATE: 10/10/19

APPROVED ✓ BH 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