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SINGLE SOURCE AWARD **BID # SS-0235-20**

Subject: DOCUMENT MANAGEMENT & CONTROL SYSTEMS

Department: Procurement Division

Description of Purchase:
Recommend approval to utilize the third renewal option with Southside Blueprint, LLC for Document Management & Control Systems. Period of service will be from October 1, 2022 through September 30, 2023 with one (1) one (1) year renewal options remaining. There will be no cost to the City with this service agreement.

Funding Source: No charge to the City. To be processed via $0.00 Purchase Order.

Single Source Award To: Southside Blueprint, LLC

Price Justification: See attachment

Total Award: No Charge **Requisition #:** N/A

Attachments: Agency Memo; SS Request Form; Supplier Letter & Quote; Previous Awards

Certification as to Single Source: Gregory Pease, Chief, Procurement Division

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

Analyst: Corey Sidlo

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

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

To: Gregory W. Pease, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst CS

Date: August 26, 2022

Subject: SS-0235-20 Document Management & Control Systems

Recommend approval to utilize the third contract renewal option with Southside Blueprint, LLC for Document Management & Control Systems. Period of service will be from October 1, 2022 through September 30, 2023 with one (1) one (1) year renewal options remaining. There will be no cost to the City with this service agreement.

No charge to the city. To be processed via $0.00 Purchase Order.

Thank you for your assistance and consideration in this matter.

CC: Annette Leslie-Burney
Manager of Purchasing Services, Assistant
Procurement Division

SINGLE SOURCE AWARD

BID # SS-0235-20

Subject: DOCUMENT MANAGEMENT & CONTROL SYSTEMS

Department: Procurement Division

Description of Purchase:
Recommend approval of single source award to Southside Blueprint, LLC for Document Management & Control Systems in order to utilize their services for the posting of bid documents. Period of service shall be October 1, 2019 through September 30, 2020 with four (4) one (1) year renewal options. There will be no cost to the City with this service agreement.

Funding Source: No charge to the City; to be processed via formal contract through the Office of General Counsel.

Single Source Award To: Southside Blueprint, LLC

Price Justification: See attachment

Total Award: No Charge **Requisition #:** N/A

Attachments: Agency Memo, Single Source Form, Vendor Letter & Quote

Certification as to Single Source: Gregory Pease, Chief, Procurement Division

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

Analyst: David Klages

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 9/12/19

ACTION OF AWARDING AUTHORITY DATE: 9/13/19

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

SINGLE SOURCE AWARD **BID # SS-0235-20**

Subject: DOCUMENT MANAGEMENT & CONTROL SYSTEMS

Department: Procurement Division

Description of Purchase:
Subject Single Source was awarded on 9/13/19 to Southside Blueprint, LLC to utilize their services for the posting of bid documents with no cost to the City.

Recommend approval to utilize the first contract renewal option with Southside Blueprint, LLC for Document Management & Control Systems. Period of service will be October 1, 2020 through September 30, 2021 with three (3) one (1) year renewal options remaining. There will be no cost to the City with this service agreement.

Funding Source: No charge to the City. To be processed via $0.00 Purchase Order.

Single Source Award To: Southside Blueprint, LLC

Price Justification: See attachment

Total Award: No Charge **Requisition #:** N/A

Attachments: Agency Memo; SS Form; Supplier Letter & Quote; Previous Award

Certification as to Single Source: Gregory Pease, Chief, Procurement Division

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

Analyst: David Klages

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R Eichar
CHAIRMAN

DATE 9/24/20

ACTION OF AWARDING AUTHORITY DATE: 9-24-20

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Authority of:
Order No: 2019-02

FORM GB-113, Revised 12/2007

Klages, David

From:	Klages, David
Sent:	Friday, July 1, 2022 12:52 PM
To:	Clark Williams; Lisa O'Kelley
Subject:	Contract Renewal 3 for SS-0235-20 Document Management & Control Systems
Attachments:	SS-0235-20 - Renewal 2.pdf
Importance:	High

Good afternoon, Clark/Lisa. The City of Jacksonville would like to exercise the third of four contract renewal options for **SS-0235-20 Document Management & Control Systems** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the third contract renewal option? An e-mail attachment of the letter will suffice.

If you have any questions, please feel free to call.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From: Klages, David
Sent: Friday, July 1, 2022 12:52 PM
To: Clark Williams; Lisa O'Kelley
Subject: Contract Renewal 3 for SS-0235-20 Document Management & Control Systems
Attachments: SS-0235-20 - Renewal 2.pdf

Importance: High

Good afternoon, Clark/Lisa. The City of Jacksonville would like to exercise the third of four contract renewal options for **SS-0235-20 Document Management & Control Systems** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the third contract renewal option? An e-mail attachment of the letter will suffice.

If you have any questions, please feel free to call.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

Klages, David

From: Klages, David
Sent: Thursday, August 4, 2022 3:18 PM
To: Clark Williams; Lisa O'Kelley
Cc: Sidlo, Corey
Subject: FW: Contract Renewal 3 for SS-0235-20 Document Management & Control Systems

Importance: High

Good afternoon, Clark/Lisa. I wanted to follow up on this. Would you please let me know if you would like to renew the contract?

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

From: Klages, David
Sent: Friday, July 1, 2022 12:52 PM
To: Clark Williams <clark@flablueprint.com>; Lisa O'Kelley <lisao@ssblue.com>
Subject: Contract Renewal 3 for SS-0235-20 Document Management & Control Systems
Importance: High

Good afternoon, Clark/Lisa. The City of Jacksonville would like to exercise the third of four contract renewal options for **SS-0235-20 Document Management & Control Systems** under the same terms and conditions as currently awarded.

If this is acceptable, would you please provide a letter (on your company letterhead) expressing your company's desire to accept the City's offer to exercise the third contract renewal option? An e-mail attachment of the letter will suffice.

If you have any questions, please feel free to call.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

SOUTHSIDE BLUEPRINT, LLC

1889 SOUTHAMPTON ROAD
JACKSONVILLE, FLORIDA 32207
904-398-0575
plot@ssblue.com

July 27, 2022

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Re: Renewal - Administrative Award SS-0235-20 Continuation

Mr. Klages,

Please accept this as confirmation of our interest to renew our contract for the Document Management & Control Systems service agreement for SS-0235-20. Please see below for pricing and included services:

Services

Document Management & Control Systems

- **File Transfer** - Send unlimited number of files with instructions. and instant email notification of file receipt.
- **Public or Private Access to Projects** Jobs can be posted to the plan room as with Public or Private access. Public allows any user to view and order the project. Private jobs have controlled access by giving a password (job key) to authorized users only.
- **Job Calendar** - Contractors can view a calendar of jobs by bid date. Clicking on a job from the calendar provides a direct link to the job details.
- **Electronic Downloads** - Contractors can download electronic files at any time directly from the plan room and pay with a credit card.
- **Viewing of Documents** - Contractors can view drawings online using their web browser. No software to download and install.
- **Automated Plan Holders Lists** - Stay informed about job activity by viewing the list of contractors that have placed orders, A plan holder will be defined as anyone who has ordered a hard copy of the construction documents or has downloaded documents from the website.
- **Activity Tracking** - We can track whenever a user views, downloads, or orders documents. You can view reports with this information in real time.
- **Notify Contractors of Addends** - We will provide email notification to all plan holders notifying them of revisions, addenda or other updates. It will be up to the plan holder to order the changes.

- **Invitation to Bid** - Manage your own address book of contractors and send out mass email ITB's with just a few clicks. Watch in real time as recipients view your project and provide their response.

Pricing

Utilization of DMCS (Document Management and Control Systems) will be provided to your department at **No Cost.** We will upload and maintain al construction documents pertaining to your projects **Free of Charge.**

The charges to any contractors or perspective bidders will be as follows:

- Wide format black & white prints will be billed at $0.20 per square foot.
- 8 1/2" x 11" black & white copies will be billed at $0.10 per impression.
- Electronic download of wide format prints will be $0.50 per impression.
- Electronic download of 8 ½" x 11" prints will be $0.05 per impression

Thank you for the opportunity to continue to provide services to your department. We appreciate the opportunity and look forward to continue to work with you. If you have any questions, please do not hesitate to contact me.

Sincerely,

Lisa O'Kelley

Lisa O" Kelley

Office Manager

Southside Blueprint

904-398-0575

lisao@ssblue.com