SINGLE SOURCE AWARD **BID # SS-0213-20**

Subject: Transfer Program for Animal Care and Protective Services

Department: Neighborhoods Department

Description of Purchase: Recommend approval of single source award to the Jacksonville Humane Society for animal transfer services. Period of service is from October 1, 2019 through September 30, 2020 in the not to exceed expenditure amount of $105,000.00.

Funding Source: ERAC1H2ACSN-03410 - To be executed by formal contract through the Office of General Counsel

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Single Source Award To: Jacksonville Humane Society

Price Justification: See attachment

Total Award: $105,000.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Form and Vendor Quote

Certification as to Single Source: Bryan Mosier, Acting 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 _____

City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **July 23, 2019**

TO: **Gregory Pease, Chief, Procurement Division**
Finance Department

THROUGH: **Bryan Mosier, Acting Director**
Neighborhoods Department

FROM: **Daniel Nasr, Finance Manager**
Neighborhoods Department

SUBJECT: **Sole Source Procurement Request for Jacksonville Humane Society**

SS-0212-20

The Neighborhoods Department, on behalf of Animal Care and Protective Services Division (ACPS), requests the proprietary award for SS-0244-19 be renewed in the amount of $105,000 for FY20, to be effective October 1, 2019 through September 30, 2020. ACPS will utilize funds from index code ERAC1H2ACSN, sub-object 03410, and project NBPSNR.

Thank you your consideration of our request. Please let me know if you have any additional questions.

Attachment:

Single Source Request Form
Jacksonville Humane Society Description of Services memo

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): Neighborhoods/Animal Care and Protective Services

FUNDING SOURCE: ERAC1H2ACSN-03410-NBPSNR

BRIEF DESCRIPTION OF GOODS/SERVICES:

The ACPS Transfer Program provides for the transfer of dogs and cats from ACPS Shelter to the Jacksonville Humane Society(JHS) Facility located at 8454 Beach Blvd Jacksonville Florida and direct intake of stray dogs and cats directly into the JHS facility.

AMOUNT OF PROJECT (attach quote): $105,000.00

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

Per scope of services outlined in memo dated July 22, 2019 from Jacksonville Humane Society

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

This request is to renew an existing contract. 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

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:

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

Submitted by: Daniel Nasr — Finance Manager, Neighborhoods Dept

(Name) **(Title)**

Date: July 23, 2019

Requesting Agency's Director's Signature:

Procurement Division NL

JACKSONVILLE
Humane
Society

BOARD OF DIRECTORS
KRISTINE CHEREK
President

LISE EVERLY
Vice President

SEAN LUECK
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ABEL HARDING
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RANDY GOODWIN

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JOEY KELLY

WILLIAM MEYHER

GARY MEEKS

LINDA STEIN

CHIEF EXECUTIVE OFFICER
DENISE DEISLER

July 22, 2019

Mr. Devron Cody
Animal Care and Protective Services
2020 Forest Street
Jacksonville, FL 32204

Dear Devron,

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, as well as 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 1,000 stray pets and 500 ACPS transfers
- 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 or live outcome for all adoptable and treatable transfers of strays
- Monthly report to be sent to ACPS within the first 10 business days after the previous month; the report shall include the total number of strays JHS took in and the total number of ACPS transfers for 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 $26,250 each

Sincerely,

Denise Deisler

Denise Deisler
CEO

E: info@jaxhumane.org **W:** www.jaxhumane.org **A:** 8464 Beach Blvd, Jax 32216 **P:** 904.725.8766

SINGLE SOURCE AWARD **BID # SS-0244-19**

Subject: Transfer Program for Animal Care and Protective Services

Department: Neighborhoods Department

Description of Purchase: Recommend approval of single source award to the Jacksonville Humane Society for animal transfer services. Period of service is from October 1, 2018 through September 30, 2019 in the not to exceed expenditure amount of $105,000.00.

Funding Source: ERAC1H2ACSN-03410 - $105,000.00 – To be executed by formal contract through the Office of General Counsel

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Single Source Award To: Jacksonville Humane Society

Price Justification: See attachment

Total Award: $105,000.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Form and Vendor Quote

Certification as to Single Source: Julie Adamson, Operations Director, Neighborhoods Department

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

ECN

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Jesse R Eichner
CHAIRMAN

DATE 9/27/18

ACTION OF AWARDING AUTHORITY DATE: 9/27/18

MR

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

PROPRIETARY AWARD **BID # SP-0276-17**

Subject: Transfer Program for Animal Care and Protective Services

Department: Animal Care & Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2016 to date of award.

Recommend approval of proprietary award to the Jacksonville Humane Society for animal transfer services. Period of service is from date of award through September 30, 2017 in the not to exceed expenditure amount of $100,000.00 ($100.00/pet – to be paid in quarterly amounts of $25,000.00).

Funding for this award to be encumbered by the following accounts and executed by formal contract through the Office of General Counsel:

ERAC1H2ACAP-03410 - $89,790.00
ERAC15GACVS-03109 - $10,210.00

Proprietary Award To: Jacksonville Humane Society

Price Justification: See Attached

Total Award: $100,000.00 **Requisition #:**

Attachments: Proprietary Request Form, Vendor Letter & Quote, Previous Awards

Certification as to Proprietary Source: Kimberly Scott, Director, Neighborhoods Department

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

Analyst: Annette L. Burney

For - Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 10-13-16

ACTION OF AWARDING AUTHORITY DATE: 10/13/16

APPROVED ✓ DISAPPROVED

OTHER Sam E. Mousa
Chief Administrative Officer
For Lenny Curry
Under Authority of
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION

FORM GB-114, Revised 12/2007

PROPRIETARY AWARD **BID # SP-0318-16**

Subject: Transfer Program for Animal Care and Protective Services

Department: Animal Care & Protective Services

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2015 to date of award.

Recommend approval of proprietary award to the Jacksonville Humane Society for animal transfer services. Period of service is from date of award through September 30, 2016 in the not to exceed expenditure amount of $89,770.00.

Funding Source: ERAC1H2ACSN-03410 – To be executed by formal contract through the Office of General Counsel

Proprietary Award To: Jacksonville Humane Society

Price Justification: See Attached

Total Award: $89,770.00 **Requisition #:**

Attachments: Proprietary Request Form, Vendor Letter & Quote, Previous Award

Certification as to Proprietary Source: Nikki Harris, Chief, Animal Care and Protective Services

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

Analyst: Annette L. Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 10-15-15

ACTION OF AWARDING AUTHORITY DATE: 10/15/15

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

CITY OF JACKSONVILLE
ACCOUNTING DIVISION
CONTRACT ENCUMBRANCE DATA SHEET
FISCAL YEAR: 2019/2020

Jacksonville Humane Society, Inc — Vendor Name:
59-0624410 — Tax ID Number:
ddeisler@jaxhumane.org — Vendor's e-mail address

New Vendors or changes in vendor information (i.e. address) W-9 is required.
W-9 attached? YES ____ NO __X__

Department / Division: Neighborhoods/ACPS

Department Contact Person for Contract: Devron Cody, Division Chief, ACPS

Department Contact phone #: 904-255-7033 Contact e-mail: dcody@coj.net

Contract to be Paid by (method):
- [x] Contract Payment
- [ ] Master PO and/or Purchase Order
- [ ] Check Request
- [ ] No Payments (Only Agreements)

Any other special payment instruction or important information should be listed below:

Account Code Information: (for multiple accounts - use additional sheet if necessary)

Index Code:	ERAC1H2ACAP		
Subobject:	03410		
Dollar Amount:	$105,000	$	$
Project / Proj. Detail:	NBPAAP		
Grant / Grant Detail:			

Unit Price Supply Contract/(PO)? Yes / No (circled: No)

Multi-Year Contract? Yes / No (circled: No) (if yes see below)

Grant Funding: Does the funding for the encumbrance cross our fiscal years? YES / NO
If Yes, current F/Y encumbrance $ _____ Encumbrance next F/Y $ _____

NOTE: If grant funds cross fiscal years, no other authorization or signing is needed for the next year's encumbrance.

If Multi-Year Contract, please break down funding below. Any adjustments (i.e. CPI) in future periods? Yes_____ No _____

Period	Fiscal Year	Index	Subobject	Project #	Detail	Grant #	Grant Detail	Dollar Amount
Year 1								
Year 2								
Year 3								
Year 4								
Year 5								
							Total	

For Multi-Year Contracts, the Budget Division confirms that funds are anticipated to be budgeted and made available from the appropriate account to encumber the amounts listed above for each fiscal year for the referenced contract.

Print: _____
(Budget Officer or Designee)

Sign: _____ Date: _____
(Budget Officer or Designee)

NOTE: Attach original contract encumbrance data sheet to the legal request and send a copy to the Accounting Division