SUBJECT: Certified and Standard Mailings for Tax Deed Notices

BID #: SC-0314-18 **OPEN DATE: 12/13/17**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: From date of award through September 30, 2018, with three (3) one (1) year renewal options

AGENCY: Court Admin

BASIS OF AWARD: All or None, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 11 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder, Peregrine Services, Inc. to provide certified and standard mailing for tax deed notices. Period of service is from date of award through September 30, 2018, with three (3) one (1) year renewal options. Total expenditure amount not to exceed $83,000.00.

Funding Source: CLCL016-04721 - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: _____ Annette Burney

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Angel Brown, Manager, Clerk of the Circuit and County Courts

---

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Clerk of the Circuit & County Courts
DUVAL COUNTY
JACKSONVILLE, FLORIDA 32202

RONNIE FUSSELL
CLERK OF THE CIRCUIT AND COUNTY COURT

12/29/17 11:38:54
Procurement Division

December 27, 2017

To: Gregory Pease, Chief of Procurement

Thru: Angel Brown, Manager to the Clerk - Purchasing

From: Austin Eler, Senior Specialist to the Clerk - Purchasing

Subject: Award of Bid SC-0314-18

The Clerk of the Circuit and County Courts would like to award the bid for outsourcing turnkey certified and standard mailings for the Tax Deeds department to Peregrine Service, Inc. Peregrine was the only vendor to provide a response for the bid, and it should be noted that they were the provider of this particular mailing service last year.

The contract period will run from the date of the award through September 30th, 2018 with three one year renewal options. A blanket purchase order will be issued in the amount of $83,000, and the funding source will be CLCL016 - 04721.

Attached: Peregrine Certified Mailing SC-0314-18

501 West Adams Street, Suite 2350
Jacksonville, Florida 32202
Telephone: 904-255-2097 Facsimile: 904-255-2157

TITLE: Certified and Standard Mailing for Tax Deed Notices
BID NO.: SC-0314-18
OPEN DATE: December 13, 2017 @ 2:00 P.M.
ANALYST: ANNETTE BURNEY
No. Invited: (11) No. Received (1) No Bids: (0)
Recorded By: John Hernandez Announcer: Sharon Williams

ITEM	DESCRIPTION	EST.QTY	Peregrine Service, Inc. UNIT PRICE	Peregrine Service, Inc. TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Certified Mail Postage Rate	12,000	$ 5.23	$ 62,760.00		$ -		$ -
2	Forms and Services	1	$ 0.40	$ 0.40		$ -		$ -
3	Return Envelope (If required)	1	$ 0.02	$ 0.02		$ -		$ -
4	Standard Mail Postage Rate	13,500	$ 0.39	$ 5,265.00		$ -		$ -
5	Forms and Services	1	$ 0.082	$ 0.082		$ -		$ -
6	Outgoing Print to Mail Sealed Package	1	$ 0.50	$ 0.50		$ -		$ -
	TOTAL PRICE:		$ 68,026.00		$ -		$ -	

	Peregrine Service, Inc.		
TERMS:	Net 30 Days		
DELIVERY (BUSINESS DAYS):	See Bid Form		
CONFLICT OF INTEREST:	Y		
ACKNOWLEDGEMENT OF ADDENDUMS( ):	N/A		

TERMS AND CONDITIONS
CERTIFIED AND STANDARD MAILING FOR TAX DEED NOTICES

1. SCOPE

The **Duval County Clerk of Circuit & County Courts (DCCC) 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 items and to obtain pricing commitments to provide **Certified and Standard Mailing for Tax Deed Notices as listed in the bid documents.**

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is from **date of award through September 30, 2018, with three (3), one (1) year renewal options.** Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

5. PRE-BID CONFERENCE

Not applicable.

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. 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.

8. DELIVERY

Services provided shall be as stated in the bid specifications.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in

the bid documents.

11. PICK UP AND RETURNS

The City or its agencies will determine compliance with bid specifications.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

Remainder of page intentionally left blank.

FISCAL MO/YEAR : 03 2018 CURRENCY CODE :
INDEX CODE : CLCL016 CLERK OF COURT
SUBOBJECT : 04721 PRINTING AND BINDING COMMERCIAL
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	DEC 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	87,482.06	87,482.06
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	4,482.06	4,482.06
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	83,000.00	83,000.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND