SOLE SOURCE AWARD **BID # SS-0267-17**

Subject: Equipment to Repair or Replace IPS Single-Space Parking Meters

Department: Downtown Investment Authority – Parking Facilities

Description of Purchase:
Recommend approval of Sole Source award to IPS Group, Inc., for the purchase of equipment to repair or replace IPS brand single-spaced parking meter, fees associated with maintaining the software and card processing features for the Office of Public Parking. Period of service is October 1, 2016 through September 30, 2017, with an estimated annual expenditure not to exceed $87,135.00.

Funding for this award will be encumbered by account codes and executed by purchase order:

DIPP412ON 04603 $9,000
DIPP412ON 04957 $14,031
DIPP412ON 04662 $32,942
DIPP412ON 05215 $4,042
DIPP412ON 05216 $7,120
DIPP412ON 06429 $20,000

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. 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.

Sole Source Award To: IPS Group, Inc.

Price Justification: See Attached

Total Award: $87,135.00 **Requisition #** N/A

Attachments: Sole Source Form; Agency Memo; Vendor's Letter

Certification as to Sole Source: Robert Carle, Public Parking Officer

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

ANALYST: Chelsey Renfroe

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 _____

Jacksonville
Where Florida Begins.

September 12, 2016

Memorandum

To: Gregory Pease, Chief
Procurement Division

From: Robert Carle, Public Parking Officer
Office of Public Parking

Subject: Sole Source Request - Annual Support Services for Single Space Parking Meter Equipment

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The Office of Public Parking recommends approval of the sole source renewal award with IPS Group, Inc. to continue providing parking meter equipment service, software maintenance and financial processing for the period of October, 1 2016 – September 30, 2017. Public Parking requests the ability to cancel this agreement at any time, or to change the agreement to new mutually agreeable terms in the event Public Parking's equipment inventory changes, by giving the vendor 30 days written notice.

All pricing and terms remain the same with a maximum amount not to exceed $87,135.00. These meters, parts, and associated fees are unique to IPS Group Inc., and contracting is essential to replace or maintain existing equipment as well as to support monthly software/reporting costs.

Please find the vendor's request to extend the contract and honor existing terms attached.

SOLE SOURCE/PROPRIETARY 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): OED / Office of Public Parking

PROPRIETARY ☐

SOLE SOURCE ☒

FUNDING SOURCE: DIPP412ON 04603/04957/04662/05215/05216/06429

BRIEF DESCRIPTION OF GOODS/SERVICES:
FY-17 Equipment and support to maintain, repair or replace IPS-brand single-spaced parking parking meters and the fees associated with maintaining the software and credit card processing features of this equipment.

AMOUNT OF PROJECT (attach quote): Ongoing monthly fees & equipment as needed.

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

Spare or replacement parts as needed and as per attached price list.
Monthly credit card processing and wireless gateway/reporting fees as per attached.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED PROPRIETARY/SOLE SOURCE PROVIDER:
IPS Group Inc. is the sole source manufacturer of the IPS meters currently installed at 547 locations. As such, they are the only vendor providing repair, software and wireless support, electronic inventory and maintenance tracking, including financial processing as necessary to operate these meters.

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:
Yes, IPS provides a uniquely specialized financial and maintenance operating system and wireless communications required to operate the meters. This system is used to reconcile both transaction data and to check maintenance status.
IPS Group currently provides the majority of replacement parts for IPS meters.

Submitted by: Robert Carle — Public Parking Off.
(Name) (Title)

Date: 9/12/16 Robert Carle, Public Parking Officer

Requesting Agency's Director's Signature: Brenda C. Wallace

February 23, 2016

Mr. William Schaefer
Operations Analyst
Public Parking
City of Jacksonville
231 E. Forsyth Street
Jacksonville, FL 32202

Dear Mr. Schaefer,

IPS Group Incorporated wishes to extend the prices referenced in our Quotation originally dated July 30, 2010 to extend thru September 30, 2017. All prices, terms, conditions and sole source information remain the same as in the current contract (identified in your BID SS #SS-0578-10).

Please don't hesitate to contact me if you have any questions.

Sincerely,

Sherry Fountain
Regional Sales Manager

IPS Group Inc.
5601 Oberlin Dr.
San Diego, CA 92121
www.ipsgroupinc.com
sherry.fountain@ipsgroupinc.com
D: 858.568.7768
M: 479.418.9239

City of Jacksonville, FL: IPS meter component pricing sheet

This price list is good for any purchases made thru September 30, 2017.

No minimum purchases are required.

Pricing does not include any applicable Local, State or Federal taxes and shipping fees.

Part Number	Replacement Components	Unit Price
795-008	Complete Meter Mechanism	$465.00
795-302	Card Entry Die Casting	$19.00
795-601	Hybrid Card Reader	$49.00
795-005	Coin Validator	$69.00
795-002	Complete Top Cover (with Lexan insert)	$69.00
795-400	Lexan for Top Cover	$15.00
795-111	Coin Entry Slot	$2.00
795-018	Keypad	$25.00
107-0503-003-PCBA	Validator Connector Board	$15.00
795-600-B	Battery Pack	$29.00
795-603	Validator Connection Cable	$5.00
795-710-PCBA	Solar Panel / Communications Board	$165.00
795-711-PCBA	Main Board	$165.00
795-530	Display Board	$49.00

February 23, 2016

RE: Letter of Sole Source for IPS Meter Maintenance

This letter is issued to confirm and certify that IPS Group is the sole provider of M3 & M5 single space credit card capable parking meters, repair and maintenance work and spare parts for IPS meter products.

This product and associated services (including Data Management System) are only available by IPS Group Inc., of San Diego, CA.

The undersigned declares that the foregoing is true and correct to the best of his knowledge.

Respectfully,

Chad P Randall
Chief Operating Officer, IPS Group Inc

Renfroe, Chelsey

From: Schaefer, William
Sent: Wednesday, September 14, 2016 9:46 AM
To: Renfroe, Chelsey
Subject: RE: FY-17 IPS Sole Source Memo + Supporting Documents

Chelsea,

My apologies and thanks for the catch!

DIPP412ON-05216- $7,120.00

Respectfully,

Bill

William M. Schaefer
Operations Analyst
Public Parking
City of Jacksonville
231 E. Forsyth Street, Jacksonville, Florida 32202
phone: (904) 630-2714
Fax: (903)-630-2901
email: schaefer@coj.net

From: Renfroe, Chelsey
Sent: Wednesday, September 14, 2016 8:41 AM
To: Schaefer, William
Subject: RE: FY-17 IPS Sole Source Memo + Supporting Documents

Good morning Bill,

The breakdown of the funding you provide below adds up to $87,115.00, should one of the totals have an addition $20.00 to get to the $87,135.00? Please advise.

Thanks,
Chelsey Renfroe
Purchasing Analyst
Procurement Division
City of Jacksonville
crenfroe@coj.net
Direct 904.255.8826

Jacksonville
Where Florida Begins.

From: Schaefer, William
Sent: Tuesday, September 13, 2016 12:31 PM

To: Renfroe, Chelsey
Cc: Carle, Robert; Albertson, Nancy
Subject: FY-17 IPS Sole Source Memo + Supporting Documents

Chelsea,

Good afternoon. Please see the attached documents which are Public Parking's request for a new award to continue to do
business with IPS Group Inc. during FY-17.

This would be the replacement to Award #SS-0275-16

The total amount is $87,135.00 which matches last year's FY-16 award.

DIPP412ON-04603 - $9,000
DIPP412ON-04957- $14,031
DIPP412ON-04662- $32,942
DIPP412ON-05215 - $4042.00
DIPP412ON-05216- $7,100.00
DIPP412ON- 06429 – 20,000.00

TOTAL: $87,135.00

Note: Currently in FY-16 the funding code(s) that we use for payment to IPS is DIPP411ON which replaced JEJE411ON.

This was due to the reorganization which took place in April 2016.

Going forward into FY-17 the funding codes will be DIPP412ON-0XXXX.

Please let me know if you have any questions.

Thank you for your assistance.

Respectfully,

Bill

William M. Schaefer
Operations Analyst
Public Parking
City of Jacksonville
231 E. Forsyth Street, Jacksonville, Florida 32202
phone: (904) 630-2714
Fax: (903)-630-2901
email: schaefer@coj.net