SUBJECT: PARKING FINES AND FEES DEBT COLLECTION SERVICES

BID #: ESC-0462-14 **OPEN DATE: 5/7/2014**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC PARKING

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (33) NUMBER RECEIVED: (5) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the third (3) of four (4) renewal options with Penn Credit Corporation. Period of service will be from October 1, 2017 through September 30, 2018. Total estimated revenue in the amount of $281,986.72, for a total revenue of $1,436,440.00. Total estimated annual expenditure in the amount of $52,496.00, for a not to exceed expenditure amount of $512,121.56.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. 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.

Funding Source: Revenue – DIPP412AD-341507, DIPP412AD-341508, DIPP412ENF-35402, DIPP412ENF-35414, DIPP412PLCH-34452
Expenditure – DIPP412AD-341518
To be executed by formal contract amendment through the Office of General Counsel (Contract #10035).

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

ANALYST: _____ RESPECTFULLY SUBMITTED _____
CHELSEY FLEMING GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Carle, Public Parking Officer, Office of Public Parking

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Jacksonville
Where Florida Begins.

July 10, 2017

Memorandum

To: Gregory Pease, Chief, Procurement Division

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

Subject: Contract Renewal ESC-0462-14 Penn Credit

The Office of Public Parking recommends exercising the City of Jacksonville's third of four contract renewal options for the above referenced contract with Penn Credit, for the period of October 1, 2017 through September 30, 2018.

Attached please find the vendor's agreement to extend the contract and honor existing terms. Pricing and terms remain the same. Also attached is current insurance and licensing information.

Estimated annual revenue is $281,986.72 which will be distributed to the following accounts:

DIPP412AD-341507
DIPP412AD-341508
DIPP412ENF-35402
DIPP412ENF-35414
DIPP412PLCH-34452

Vendor payments are made via a contra-revenue account and calculated as a percentage of revenue actually collected and remitted to the City. Public Parking anticipates a FY-17-18 maximum not to exceed of $52,496.00 as budgeted in DIPP412AD-341518.

Thank you for your consideration.

Office of Public Parking
231 E. Forsyth St., Room 424 | Jacksonville, FL 32202 | Phone: 904.630.1399 | Fax: 904.630.2901 | www.coj.net

PennCredit

916 South 14th St. • Harrisburg, PA 17104

May 26, 2017

William M. Schaefer
City of Jacksonville – Public Parking
231 E. Forsyth, Suite 424
Jacksonville, FL 32202

Re: Collection Contract Extension, Bid #ESC-0462-14

Dear Mr. Schaefer:

Please accept this letter as confirmation that Penn Credit Corporation desires to continue providing services to the City under bid ESC-0462-14. We agree to honor the current terms and conditions contained in the agreement, including pricing/compensation for the term period of October 1, 2017 to September 30, 2018.

Should you or your colleagues have any questions, please contact Rhett Donagher at 561-371-2937 or rhett.donagher@penncredit.com.

Sincerely,

Thomas Foley, Jr.
Chief Operating Officer

Phone (800) 800-3328 • Fax (717) 238-1370 • www.penncredit.com

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/31/16

PRODUCER
SHBG Insurance Services
150 Broadhollow Road Ste. PH11
Melville, NY 11747

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Penn Credit Corp
916 South 14th Street
Harrisburg, PA 17104

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Evanston Ins. Co.	35378
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	$
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurence)	$
		CLAIMS MADE / OCCUR				MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$
						GENERAL AGGREGATE	$
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	$
		POLICY / PRO-JECT / LOC					
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO					
		ALL OWNED AUTOS				BODILY INJURY (Per person)	$
		SCHEDULED AUTOS					
		HIRED AUTOS				BODILY INJURY (Per accident)	$
		NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		OCCUR / CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		RETENTION $					$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS / OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
A		**OTHER** E&O	EO865097	11/01/16	11/01/17	$5,000,000 per claim $5,000,000 per aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Coverage is in full force and effect and strictly subject to the terms, conditions, and exclusions of the policy.

CERTIFICATE HOLDER

City of Jacksonville
231 E. Forsyth, Suite 424
Jacksonville, FL 32202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE Robert DeMaria

© ACORD CORPORATION 1988

IMPORTANT

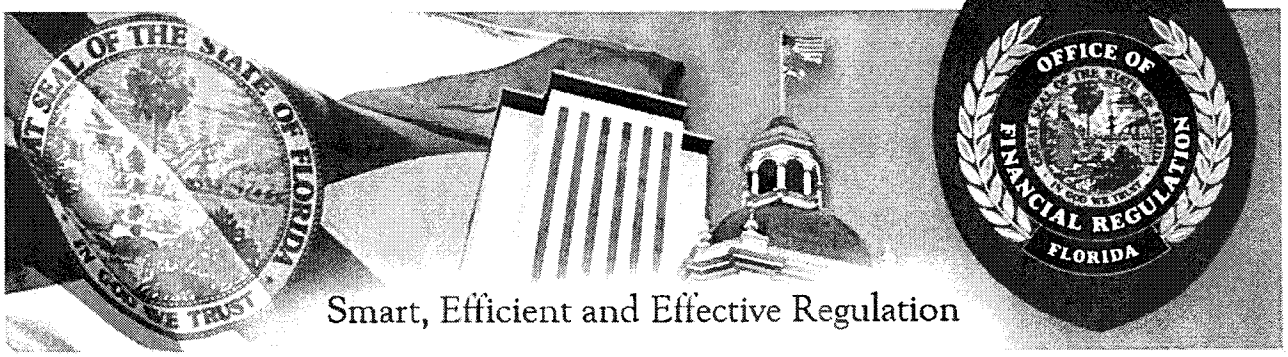
If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

FLORIDA OFFICE of FINANCIAL REGULATION



License Search Results Detail

License Name:	PENN CREDIT CORPORATION
DBA Name:	
License Type:	Consumer Collection Agency
Status:	Approved
Status Effective Date:	11/1/2016
Original Date of License:	3/14/1995
License Number:	CCA0900232
License Expiration Date:	12/31/2017
License Main Address:	
Street:	916 S 14 ST
City:	HARRISBURG
State:	ZZ
Zip Code:	
License Mailing Address:	
Street:	916 S 14 ST
City:	HARRISBURG
State:	ZZ
Zip Code:	
Phone Number:	

Search for Final Orders

New Search | Return to Search Results

SUBJECT: PARKING FINES AND FEES DEBT COLLECTION SERVICES

BID #: ESC-0462-14 **OPEN DATE: 5/7/2014**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC PARKING

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (33) NUMBER RECEIVED: (5) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second of four (4) renewal options with Penn Credit Corporation. Period of service is from October 1, 2016 through September 30, 2017. Total estimated revenue in the amount of $311,453.28, for a total revenue of $1,154,453.28. Total estimated annual expenditure in the amount of $55,625.56, for a not to exceed expenditure amount of $459,625.56.

Funding Source: Revenue - Various accounts as outlined in the attached memo / Expenditure – DIPP412AD-341518
To be executed by formal contract amendment #3 through the Office of General Counsel (Contract #10035).

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

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.

ANALYST: ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Robert Carle, Public Parking Officer, Office of Public Parking

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 7-28-16

OTHER:

Teresa R. Eichner

ACTION OF AWARDING AUTHORITY DATE 7/28/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: PARKING FINES AND FEES DEBT COLLECTION SERVICES

BID #: ESC-0462-14 **OPEN DATE: 5/7/2014**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC PARKING

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (33) NUMBER RECEIVED: (5) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2015 to date of award.

Recommend approval to utilize the first renewal option with Penn Credit Corporation. Period of service is from date of award through September 30, 2016. Total estimated revenue for the renewal period in the amount of $313,000.00, for a total revenue of $843,000.00. Total estimated annual expenditure in the amount of $54,000.00, for a not to exceed expenditure amount of $404,000.00.

Funding Source: JEJE411PPAD-341508 Revenue
JEJE411PPAD-341518 Expenditure to be executed by contract amendment #1 through Office of General Counsel.

Attachments: Recommendation Memo, Vendor Letter and Previous Award

ANALYST: ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kirk Wendland, Director, Office of Economic Development

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 10-15-15

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 10/15/15

APPROVED ✓ DISAPPROVED ____

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

OTHER ____

SIGNATURE OF AUTHENTICATION ____

SUBJECT: PARKING FINES AND FEES DEBT COLLECTION SERVICES

BID #: ESC-0462-14

OPEN DATE: 5/07/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2015, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC PARKING

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (33) NUMBER RECEIVED: (5) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Penn Credit to provide parking fines and fees debt collection services for the Office of Public Parking. Period of service is from date of award through September 30, 2015 with four (4) one (1) year renewal options. Total estimated annual revenue (40% fee) for FY14 in the amount of $350,000.00, with a total estimated expenditure amount of $200,000.00, and total estimated annual revenue for FY15 in the amount of $180,000.00, with a total estimated expenditure amour of $150,000.00. Total revenue in the amount of $530,000.00, with a total not to exceed expenditure in the amount of $350,000.00.

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

Revenue – JEJE411PPAD-341508 - $530,000.00
Expenditure – JEJE411PPAD-341518 - $350,000.00

ATTACHMENTS: Recommendation Memo, Tabulation, Scoring Sheet and Matrix and Specifications

ANALYST: _____ ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Jack Shad, Officer, Public Parking

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

MEMBERS APPROVING 4 MEMBERS DISAPPROVING 1 DATE: 06/12/14

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 6/19/14

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

ESC-0462-14

Penn Credit Corp

	Revenue	Expenditure	
6/13/2014	$530,000.00	$350,000.00	Award
10/15/2015	$313,000.00	$54,000.00	1st Renewal
7/28/2016	$311,453.28	$55,625.56	2nd Renewal
Pending	$281,986.72	$52,496.00	3rd Renewal
	$1,436,440.00	**$512,121.56**	**Total Award**