14

SINGLE SOURCE AWARD **BID NO #SS-12718-22**

Subject: Comprehensive Tangible Business Personal Property Tax Audits for the Duval County Property Appraiser's Office

Department: Property Appraiser

Description of Purchase:
Recommend approval of a Single Source award to Tax Management Associates, Inc. (TMA) to provide Comprehensive Tangible Business Personal Property Tax Audits for the Duval County Property Appraiser's Office. TMA will provide audit services in exchange for the fee of an amount equal to thirty-five percent (35%) of any taxes, penalties, or interested collected from back taxes assessed by the Property Appraiser on parcels identified through a TMA audit. Period of service will be from date of contract execution through September 30, 2024 with two (2) one (1) year renewal options.

Compensation shall be paid exclusively from the taxes, penalties, and interest collected from the tax audits performed by TMA.

This will be a revenue-generating contract (no cost to the City) processed by formal contract through the Office of General Counsel.

Single Source Award To: Tax Management Associates, Inc.

Price Justification: See attachment

Total Award: See attachment **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Request Form, Supplier Letter & Quote, Previous Award

Certification as to Single Source: Kathleen Collins, Chief Financial Officer, Property Appraiser

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***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-113, Revised 12/2007

OFFICE OF THE PROPERTY APPRAISER

JERRY HOLLAND
DUVAL COUNTY
PROPERTY APPRAISER

231 E. FORSYTH STREET
JACKSONVILLE, FL 32202
(904) 630-2011

May 19, 2022

Gregory Pease, Chief Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

RE: Single Source Request – Agreement for Use of Property Tax Collections to Fund Business Personal Property Tax Audit Services

Dear Greg:

The Duval County Property Appraiser would like to enter another single source award with Tax Management Associates, Inc. (TMA) for a 24-month period from date of contract through September 30, 2024, with the option for up to two annual renewals between the City of Jacksonville, on behalf of the Duval County Property Appraiser, and TMA to provide Comprehensive Tangible Personal Property Audits for the purpose of collecting taxes due on those properties. TMA will provide audit services in exchange for the fee of an amount equal to 35 percent of any tax, penalties and interest collected from back taxes assessed by the Property Appraiser on parcels identified through a TMA audit. The fee shall be paid exclusively from the taxes, penalties and interest collected in relation to the business personal property tax audits resulting from the tax audits performed by TMA, and shall not constitute a pledge or general obligation of tax funds or create an obligation on the taxing authorities to appropriate monies available for the purpose of this agreement.

If you have any additional questions, please feel free to contact me at the email and telephone number listed below.

Sincerely,

Kathleen Collins
Chief Financial Officer
(904) 255-5890

Cc: Jerry Holland
Enclosures: Single Source Request
Vendor Sole Source Letter

FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
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.	
1. Requesting Agency:	Property Appraiser
2. Nature and/or description of the requirement being requested. *Identify each item, component or service being procured. (Attach quote/proposal):* *Why does the City need these particular goods or services?*	TMA will perform Comprehensive Tangible Personal Property Audits on behalf of the Duval County Property Appraiser's Office for the purpose of collecting taxes due on those properties, which funds would otherwise be unavailable to the taxing authorities.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	TMA is the only vendor currently performing personal property audits in the State of Florida. In addition TMA utilizes its proprietary CAVS software system in conjunction with conducting these audits to assist in the valuation and validity of tangible person property assets.
4. Date of Request	5/19/2022

5. ***Summary of Market Research***
[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Through PAO's research for an audit firm TMA is the only company avaiable in the State of Florida that is providing these types of audits on tangible personal property.]

6. ***Other Documentation (Check and attach all that apply)***
   - ☐ Supplier Quote
   - √ Single Source Memo signed by Director
   - ☐ Other [Click here to list other documentation.]

TAX MANAGEMENT ASSOCIATES, INC

CORPORATE HEADQUARTERS
5121 PARKWAY PLAZA BLVD.
CHARLOTTE, NC 28217
PHONE 704.847.1234
WWW.TMA1.COM

May 10, 2022

Kathleen Collins, MPA
Chief Financial Officer
Office of the Property Appraiser – Duval County
231 East Forsyth Street, Suite 270
Jacksonville, FL 32202

Dear Ms. Collins,

Please accept this letter in reference to Comprehensive Tangible Personal Property Audits Tax Management Associates, Inc. (TMA) is proposing to provide Duval County. TMA has been performing tangible personal property audits in Florida since 1994. Over the course of these years, TMA has not come across another vendor performing this type of service in Florida. To the best of our knowledge we are not aware of another vendor nor have we come across another vendor performing personal property audits during our contracting processes with our clients.

Also, as part of TMA's comprehensive audit technique, we have developed proprietary audit templates to conduct personal property audits for use in computing valuations. These templates were designed so TMA could easily explain to the Counties the tracking and reconciliations for the various asset items on each account as well as track the correct assets for each tax year for preparing final audit reports in compliance with the requirements of the Property Appraiser.

In addition, TMA utilizes its proprietary CAVS software in conjunction with conducting these audits to assist in the valuation and validity of tangible personal property assets. TMA is the sole source provider of this CAVS software program which provides estimated valuations based on a built-in modeling system developed by TMA. This software will also allow the Property Appraiser to establish an estimated value using cost data that is both fair and defensible. TMA provides on-going enhancements and annual support for this software.

Should you require additional information, please feel free to contact me. Thank you for your interest in our service. We look forward to continuing our working relationship with Duval County.

Sincerely,

Jay Taranto

Jay Taranto
Director of Sales and Marketing

Klages, David

From: Collins, Kathleen
Sent: Friday, May 20, 2022 3:26 PM
To: Klages, David
Subject: FW: TMA & Duval Project & Contract

FYI

From: Jay Taranto <jay.taranto@tma1.com>
Sent: Friday, May 20, 2022 3:26 PM
To: Collins, Kathleen <KathleenC@coj.net>
Cc: Ryan Cavanah <ryan.cavanah@tma1.com>; Amber Short <amber.short@tma1.com>; Jennifer Casali <jennifer.casali@tma1.com>
Subject: Re: TMA & Duval Project & Contract

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hello Kathleen,

Thank you for your email. Yes, TMA will continue the contract for the same fee in the amount of 35%.

I will ask our Accounting Department to register for the new Procurement system.

Thank you again and have a great weekend.

Kindest regards,

Angelo (Jay) Taranto Jr.
Director of Sales & Marketing
Tax Management Associates, Inc.
5121 Parkway Plaza Blvd.
Charlotte, NC 28217
(P)704-814-7632

www.tma1.com

On Fri, May 20, 2022, 12:28 PM Collins, Kathleen <KathleenC@coj.net> wrote:

> Hi Jay,
>
> Thank you for the single source letter. Can you please confirm your fee will still be 35 percent?

SINGLE SOURCE AWARD **BID NO #SS-0499-19**

Subject: COMPREHENSIVE TANGIBLE BUSINESS PERSONAL PROPERTY TAX AUDITS FOR THE DUVAL COUNTY PROPERTY APPRAISER'S OFFICE

Department: Property Appraiser

Description of Purchase: Recommend approval of Single Source award to Tax Management Associates, Inc. to provide Comprehensive Tangible Business Personal Property Tax Audits for the Duval County Property Appraiser's Office. Period of service shall be two (2) years from date of award; shall continue in effect thereafter on a month-to-month basis for six (6) months; and may be terminated by either party without cause following the initial term upon thirty (30) days written notice. To be processed by formal contract through the Office of General Counsel.

Compensation shall be paid exclusively from the taxes, penalties and interest collected from the tax audits performed by the vendor at an amount equal to thirty-five percent (35%) of any taxes, penalties and interest collected.

Single Source Award To: Tax Management Associates, Inc.

Price Justification: See attachment

Total Award: See attachment **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Form, Vendor Letter & Draft Contract, Draft MOU

Certification as to Single Source: Kathleen Collins, Chief Financial Officer, Property Appraiser – Admin.

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. Eilhar
CHAIRMAN

DATE 6/13/19

ACTION OF AWARDING AUTHORITY DATE: 6/13/19

APPROVED ✓ DISAPPROVED

OTHER

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

SIGNATURE OF AUTHENTICATION

FORM GB-113, Revised 12/2007