**SINGLE SOURCE AWARD** **BID # SS-0321-20**

**Subject:** Certified and Standard Mailings for Tax Deed Notices

**Department:** Clerk of Court

**Description of Purchase:**
Recommend approval to ratify the period of service from October 1, 2019 to date of award.

Recommend approval of Single Source Award with Peregrine Services, Inc. to provide certified and standard mailing for tax deed notices. Period of service will be from date of award through September 30, 2020. Total requested expenditure not to exceed $83,000.00.

Funding for this award to be encumbered by account CLCL016-04721, to be executed by purchase order(s).

**Single Source Award To:** Peregrine Services, Inc.

**Price Justification:** See Attached

**Total Award:** $83,000.00 **Requisition #**

**Attachments:** Single Source Form; Agency Memo, Previous Award

**Certification as to Single Source:** Jennifer Spinelli, Deputy Chief Financial Officer

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

**ANALYST: Ruben Ola**

**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-114, Revised 12/2007**

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

**RONNIE FUSSELL**
CLERK OF THE CIRCUIT AND COUNTY COURT

***October 29, 2019***

To: Gregory Pease, Chief of Procurement

Thru: Jennifer Spinelli, Deputy Chief Financial Officer

From: Austin Eler, Senior Specialist - Purchasing

Subject: Single Source Request – Peregrine Services Inc – Tax Deed Mailing Notices

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The Clerk of the Circuit and County Courts is requesting to post and award a single source listing to Peregrine Services Inc for the outsourcing of the Tax Deeds' certified and standard mailing notices for the period of 10/1/2019 through 9/30/2020. The total expenditure for the year is not to exceed $83,000.00. To be encumbered using CLCL016-04721. The first of the optional renewals was not submitted through GGAC, and the Procurement Division has advised the Clerk's office to post as a single source listing as Peregrine was the sole bidder during bid SC-0314-18.

Attached: Single Source Request Form
SC-0314-18 Approved Award.

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

## 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):** Clerk of the Circuit and County Courts

**FUNDING SOURCE:** CLCL018 - 04721

**BRIEF DESCRIPTION OF GOODS/SERVICES:**
Certified and standard mailings for the period of 10/1/2019 - 9/30/2020

**AMOUNT OF PROJECT (attach quote):** Not to exceed $83,000

**PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED(ATTACH QUOTE/PROPOSAL):**
Outsourcing turnkey certified and standard mailings for the Tax Deeds department within the Clerk's office during fiscal year 2020

**PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:**
Peregrine Services was the sole responsive, responsible bidder for Bid # SC-0314-18

**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:**
Peregrine Services Inc is the only available and current provider of these services. It is in the best interest of the City at this time to award Peregrine in order to prevent any disruption of services

**Submitted by:** Austin Eler — Sr. Specialist - Purchasing
(Name) (Title)

**Date:** 10/31/2019

**Requesting Agency's Director's Signature:**

# PEREGRINE SERVICES

Duval County Courts
501 W Adams St., Suite 2338
Jacksonville, FL 32202

Peregrine Services Inc. is glad to accept the renewal of SC-0341-18 from 10/1/2019 – 9/30/2020. Please let me know if you have any additional questions. Look forward to continuing this work.

Thank you, Tom

Tom Stith

Tom Stith
Peregrine Services Inc
(913) 972-2734
tstith@peregrinesolutions.com

**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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 01/04/18

Teresa R Eilbert

OTHER:

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**ACTION OF AWARDING AUTHORITY** DATE 1/04/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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