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SINGLE SOURCE AWARD **BID # SS-13211-22**

Subject: Transfer Program for Animal Care and Protective Services

Department: Neighborhoods Department

Description of Purchase: Recommend approval of single source award to the Jacksonville Humane Society for animal transfer services. Period of service is from date of award through September 30, 2023. Total expenditure amount not to exceed $400,000.00.

Funding Source: 11501.172104.534100.000000.00000901.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Single Source Award To: Jacksonville Humane Society

Price Justification: See attachment

Total Award: $400,000.00 **Requisition #:** NBAC-500806-22

Attachments: Agency Memo, Single Source Request Form, Supplier Letter, Previous Awards

Certification as to Single Source: Bryan Mosier, Director, Neighborhoods Department

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

Analyst: Corey Sidlo

Dustin Freeman, 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 _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street
7th Floor Ed Ball
Jacksonville, FL 32202
(904) 255-7099

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **August 3, 2022**

TO: **Gregory Pease, Chief, Procurement Division**
Finance Department

THROUGH: CHIQUITA MOORE, OPERATIONS DIRECTOR
Bryan Mosier, Director
Neighborhoods Department
Chiquita Moore

FROM: **Daniel Nasr, Finance Manager**
Neighborhoods Department

SUBJECT: **Sole Source Procurement Request for Jacksonville Humane Society – FY23**

The Neighborhoods Department, on behalf of Animal Care and Protective Services Division (ACPS), requests the proprietary award for SS-10831-21 be renewed in the amount of $400,000 for FY23, to be effective October 1, 2022, through September 30, 2023. ACPS will utilize funds from Charge Account:

11501.172104.534100.000000.00000901.00000.0000000

Thank you your consideration of our request. Please let me know if you have any additional questions.

Attachment:

Single Source Request Form
Jacksonville Humane Society Description of Services memo

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): Neighborhoods/Animal Care and Protective Services

FUNDING SOURCE: 11501.172104.534100.000000.00000901.00000.0000000

BRIEF DESCRIPTION OF GOODS/SERVICES:

The ACPS Transfer Program provides for the transfer of dogs and cats from ACPS Shelter to the Jacksonville Humane Society(JHS) Facility located at 8454 Beach Blvd Jacksonville Florida and direct intake of stray dogs and cats directly into the JHS facility for the period of October 1, 2022 through September 30, 2023

AMOUNT OF PROJECT (attach quote): $400,000

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

Per scope of services outlined in memo dated July 21,2022 from Jacksonville Humane Society.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

This request is to renew an existing contract. JHS is the only facility within the City of Jacksonville that can provide transfer, medical care, and shelter care for the volume of animals for the price of the proposed contract

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:

There are no other providers of this service with the ability to fulfill the requirements of the contract at this time

Submitted by: CHIQUITA MOORE Bryan Mosier (Name) — OPERATIONS DIRECTOR Director, Neighborhoods Dept (Title)

Date: Chiquita D. Moore

Requesting Agency's Director's Signature:

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:	Animal Care & Protective Services Division
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?***	The ACPS Transfer program provides for the transfer of dogs and cats from ACPS Shelter to the Jacksonville Humane Society (JHS) Facility located at 8454 Beach Blvd Jacksonville, FL and direct intake of stray dogs and cats directly into the JHS facility for the period of October 1, 2022, through September 30, 2023. Per Scope of services outlined in memo dated July 21, 2022, from Jacksonville Humane Society.
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:	This request is to renew an existing contract. JSH is the only facility within the City of Jacksonville that can provide transfer, medical care, and shelter care for the volume of animals for the price of the proposed contract.
4. Date of Request	8/29/2022

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.]

[There are no other providers of this service with the ability to fulfill the requirement of the contract at this time]

6. Other Documentation (Check and attach all that apply)

☐ Supplier Quote

√ Single Source Memo signed by Director

√ Other [Scope of service memo dated 7/21/22]

JACKSONVILLE
HUMANE
SOCIETY

BOARD OF DIRECTORS
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Sean Lueck
Vice Chair

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BOARD MEMBER EMERITUS
Linda Stein

CHIEF EXECUTIVE OFFICER
Denise Deisler

July 21, 2022

Ms. Jennifer Walter
Shelter Manager
2020 Forest Street
Jacksonville, FL 32204

Dear Jennifer,

Animal Care and Protective Services and the Jacksonville Humane Society would like to continue their partnership through the ACPS Transfer Program. The ACPS Transfer Program provides for the transfer of animals (dogs and cats) from the ACPS shelter to the JHS facility located at 8464 Beach Blvd., Jacksonville, Florida, and the direct intake of stray animals to the JHS facility.

JHS shall provide the following services for the ACPS Transfer Program:

- As resources allow, the transportation of pets to JHS or joint JHS/ACPS off-site adoption events; if transportation by JHS is unavailable, ACPS may transport animals to the JHS facility or joint off-site adoption events
- Intake at least 1,500 pets via transfer from ACPS or direct intake of strays
- Analysis and medical care of all pets transferred to JHS, to include rehabilitation, spay/neuter surgery, shelter, and total care. Ensure that all animals to be adopted have been properly sterilized and registered for rabies protection
- A positive or live outcome for all adoptable and treatable transfers of strays
- Monthly report to be rent to ACPS within the first ten business days after the previous month; the monthly report shall also include a cumulative total for each previous month within the reporting period
- Provide ACPS with quarterly invoices in the amount of $100,000 each

Sincerely,

Denise Deisler
CEO

SINGLE SOURCE AWARD **BID # SS-10831-21**

Subject: Transfer Program for Animal Care and Protective Services

Department: Neighborhoods Department

Description of Purchase: Recommend approval of single source award to the Jacksonville Humane Society for animal transfer services. Period of service is from October 1, 2021 through September 30, 2022. Total expenditure amount not to exceed $105,000.00.

Funding Source: 11501.172104.534100.000000.00000901.00000.0000000 - To be executed by formal contract through the Office of General Counsel

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2021. 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.

Single Source Award To: Jacksonville Humane Society

Price Justification: See attachment

Total Award: $105,000.00 **Requisition #:** NBOD-500324-21

Attachments: Recommendation Memo, Single Source Request Form and Vendor Quote

Certification as to Single Source: Bryan Mosier, Director, Neighborhoods Department

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

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 8/5/21

ACTION OF AWARDING AUTHORITY DATE 8-6-21

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

SS 1083K2

ONE CITY ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street
7th Floor Ed Ball
Jacksonville, FL 32202
(904) 255-7099

MEMORANDUM

DATE: **July 12, 2021**

TO: **Gregory Pease, Chief, Procurement Division**
Finance Department

THROUGH: **Bryan Mosier, Acting Director**
Neighborhoods Department

FROM: **Daniel Nasr, Finance Manager**
Neighborhoods Department

SUBJECT: **Sole Source Procurement Request for Jacksonville Humane Society**

The Neighborhoods Department, on behalf of Animal Care and Protective Services Division (ACPS), requests the proprietary award for SS-9097-20 be renewed in the amount of $105,000 for FY22, to be effective October 1, 2021 through September 30, 2022. ACPS will utilize funds from Charge Account:

11501.172104.534100.000000.00000901.00000.0000000

Thank you your consideration of our request. Please let me know if you have any additional questions.

Attachment:

Single Source Request Form
Jacksonville Humane Society Description of Services memo

SINGLE SOURCE AWARD **BID # SS-9097-20**

Subject: Transfer Program for Animal Care and Protective Services

Department: Neighborhoods Department

Description of Purchase: Recommend approval of single source award to the Jacksonville Humane Society for animal transfer services. Period of service is from October 1, 2020 through September 30, 2021 in the not to exceed expenditure amount of $105,000 00

Funding Source: 11501.172104 534100 000000 00000901 00000 0000000 - To be executed by formal contract through the Office of General Counsel

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. 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.

Single Source Award To: Jacksonville Humane Society

Price Justification: See attachment

Total Award: $105,000 00 **Requisition #:** NBOD-500080-20

Attachments: Recommendation Memo, Single Source Form and Vendor Quote

Certification as to Single Source: Bryan Mosier, Director, Neighborhoods Department

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

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eikner
CHAIRMAN

10/01/2020
DATE

ACTION OF AWARDING AUTHORITY DATE: 10-2-20

APPROVED VBH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02