SUBJECT: PARKING FINES AND FEE DEBT COLLECTION SERVICES

BID #: ESC-0381-19 **OPEN DATE:** 05/22/2019

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2022 WITH FIVE (5) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC PARKING

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second contract renewal option with Penn Credit Corporation in the annual not-to-exceed expenditure amount of $44,901.00. Total revised award amount not-to-exceed $300,901.00. Period of service will be October 1, 2023 through September 30, 2024 with three (3) one (1) year renewal options remaining.

Funding for this award will be encumbered from account 41102.135205.341809.000000.00000000.00000.0000000, executed by formal contract amendment through the Office of General Counsel, and processed via Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2023. 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 work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Recommendation Memo, Supplier's Letter, Section 1.3 Term of Agreement, Previous Awards

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: ROBERT CARLE, PUBLIC PARKING OFFICER, OFFICE OF PUBLIC PARKING

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

Downtown Investment Authority
Office of Public Parking
Claude Yates Building
231 East Forsyth Street, Suite 424
Jacksonville, Florida 32202
(904) 630-CITY
www.coj.net

May 15, 2023

Memorandum

To: Dustin Freeman, Chief, Procurement Division

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

Subject: Contract Renewal COJ Contract #10035-01 / ESC-0381-19 Penn Credit

The Office of Public Parking recommends exercising the City of Jacksonville's second of five contract renewal options for the above referenced contract with Penn Credit, for the period of 1 October 2023 through 30 September 2024.

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 $257,124.19 which will be distributed to the following accounts:

41102-135401-344520-000000-680
41102-135202-354140
41102-135202-354020
41102-135205-344515
41102-135205-344525

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-24 maximum not to exceed of $44,901.00 as budgeted in 41102-135205-341809

Thank you for your consideration.

PennCredit

2800 Commerce Drive • Harrisburg, PA 17110

April 7, 2023

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

Re: Collection Contract Extension, Bid #ESC-0381-19

Dear Mr. Schaefer:

Please accept this letter as confirmation that Penn Credit Corporation desires to continue providing services to the City under bid ESC-0381-19. We agree to honor the current terms and conditions contained in the agreement, including pricing/compensation for the term period of October 1, 2023 to September 30, 2024.

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 Executive Officer

Phone 800-800-3328 • **Fax** 717-238-8441 • **www.penncredit.com**

REQUEST FOR PROPOSAL

Parking Fees and Fines Debt Collection Services

For
City of Jacksonville, Florida

SECTION 1
(Specific Information Regarding this RFP)

1.1 **Introduction**

The City of Jacksonville ("**Buyer**") intends to hire an individual or firm ("**Contractor**") to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Response**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	General Terms and Conditions of Agreement
Section 4	Description of Services (if referenced in Section 1.2 below)
Attachment A	Response Format
Attachment B	Evaluation Matrix
Attachment C	Equal Business Opportunity Program Requirements
Attachment D	Sample Contract
Attachment E	Proposal Bond
Attachment F	Performance Bond
Attachment G	Indemnification Requirements
Attachment H	Insurance Requirements
Attachment I	Disqualified/Probationary Vendors List
Attachment J	Protest Procedures
Form 1	Price Sheet
Form 2	Conflict of Interest Certificate
Form 3	Insurance Agent Acknowledgement
Form 4	Business References
Form 5	No Bid Survey

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

1.2 **Scope of Services.**

In accordance with Chapter 112 of the City of Jacksonville's Ordinance Code, the City of Jacksonville's Office of Public Parking seeks to establish a contract with a debt collection Contractor to provide services for the collection of delinquent parking fines and fees which have remained unpaid for more than 90 days.

Please see Section 4 for a full description of the services and deliverables required under this RFP.

1.3 **Term of Agreement.**

The initial agreement term shall be **October 1, 2019 through September 30, 2022, with five (5) one-year renewal options at the mutual agreement between the City and the Contractor.** Either party has the right to cancel this Agreement upon thirty (30) days written notice to the other party.

SUBJECT: PARKING FINES AND FEE DEBT COLLECTION SERVICES

BID #: ESC-0381-19

OPEN DATE: 05/22/2019

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2022 WITH FIVE (5) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC PARKING

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (5) **NUMBER RECEIVED:** (4) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first contract renewal option with Penn Credit Corporation in the annual not-to-exceed expenditure amount of $64,000.00. Total revised award amount not-to-exceed $256,00.00. Period of service will be October 1, 2022 through September 30, 2023 with four (4) one (1) year renewal options remaining.

Funding for this award will be encumbered from account 41102.135205.341809.000000.00000000.00000.0000000, executed by formal contract amendment through the Office of General Counsel, and processed via Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022. 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 work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Recommendation Memo, Supplier's Letter, Term of Agreement, Previous Award

ANALYST: _____ DAVID KLAGES

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 GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 4/28/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 4/29/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: **Parking Fines and Fees Debt Collection Services**

BID #: ESC-0381-19 **OPEN DATE: 5/22/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – October 1, 2019 through September 30, 2022 with five (5) one (1) year renewal options

AGENCY: Public Parking

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the highest scoring responsive, responsible bidder, Penn Credit Corporation, to provide parking fines and fees debt collection services for the Office of Public Parking. Period of service is October 1, 2019 through September 30, 2022 with five (5) one (1) year renewal options. Total estimated annual expenditure amount is $64,000.00, with a not to exceed expenditure amount of $192,000.00 for the initial three (3) year term.

1. Penn Credit - 98.42
2. Professional Account Management - 93.60
   (Duncan Solutions)
3. Harris & Harris - 80.74

Funding Source: DIPP412AD-341518 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Scoring Sheets and Evaluation Criteria

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. 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 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: 7/25/19

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 7/25/19

APPROVED ✓ DISAPPROVED _____

OTHER _____

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