SUBJECT: PIGGYBACK CITY OF FT. LAUDERDALE CONTRACT #873-11918 FOR LOCKBOX SERVICES

BID #: PSC-0509-18 **OPEN DATE:** 06/21/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: RETROACTIVE FROM JUNE 1, 2018 THROUGH SEPTEMBER 30, 2020, WITH ONE (1) ONE (1) YEAR RENEWAL OPTION

AGENCY: DUVAL COUNTY TAX COLLECTOR

BASIS OF AWARD: PIGGYBACK CITY OF FT. LAUDERDALE CONTRACT #873-11918

NUMBER OF BIDS INVITED: N/A **NUMBER RECEIVED:** N/A **OTHER:** N/A

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject piggyback agreement was awarded on 8/23/18 to Bill2Pay, LLC (contract #9828-01) in the amount of $135,000.00. Improper Purchase for the period of October 1, 2020 through January 31, 2021 approved on 2/10/21; first renewal option approved on 2/18/21 in the amount of $55,000.00.

Contract #9828-01 with Bill2Pay, LLC expired on September 30, 2021. A new contract between the City of Ft. Lauderdale and Bill2Pay, LLC is currently in the contract negotiation phase.

Request approval to ratify the period of service from October 1, 2021 through date of contract execution and to extend contract #9828-01 through December 31, 2021 in the not-to-exceed expenditure amount of $30,000.00 to allow time to review the new contract between the City of Ft. Lauderdale and Bill2Pay, LLC or to issue our own RFP. Total revised not-to-exceed award amount will be $220,000.00.

Funding will be encumbered from account 00193.730001.534100.000000.00000000.00000.0000000, executed by formal contract amendment through the Office of General Counsel, and processed via Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Supplier's Approval Email, Previous Awards

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DEBRA DORAN, CHIEF FINANCIAL OFFICER, DUVAL COUNTY TAX COLLECTOR

(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 _____

DUVAL COUNTY TAX COLLECTOR
www.coj.net/tc
taxcollector@coj.net

JIM OVERTON
TAX COLLECTOR

231 E. FORSYTH ST., SUITE 200
JACKSONVILLE, FLORIDA 32202-3356

TO: Gregory Pease, Chief of Procurement

FROM: Debra Doran, CFO, Duval County Tax Collector Debra Doran
Kevin Rock, Chief Business Systems, Duval County Tax Collector

SUBJECT: Single Source Request

DATE: October 15, 2021

The Tax Collector's contract with Bill2Pay for lockbox services to process various type of tax bills with Bill2Pay expired 9/30/2021. That contract was piggybacked from the City of Fort Lauderdale's agreement which has now been extended until 10/30/2021. The City of Fort Lauderdale issued an RFP during August and Bill2Pay received the award and is now in contract phase.

We request an award be made to Bill2Pay for services at the rates under contract 9828-01, which Bill2Pay agreed to provide, for the time-period of October 1, 2021, through December 31, 2021, for an amount not to exceed $30,000.00. This will allow time to review the contract between the City of Fort Lauderdale and Bill2Pay or issue our own RFP.

Doran, Debra

From: Kathy Wilson <kathy.wilson@bill2pay.com>
Sent: Friday, October 15, 2021 3:40 PM
To: Doran, Debra
Cc: Rock, Kevin
Subject: RE: B2P Amendment

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.

Hi Debbie, yes I am good with your attachment, thank you Debbie, I am going to send the Fort Lauderdale RFP info next.

Kathy

Kathy Wilson
Vice President of Operations
4700 140th Ave. N,Suite 106
Clearwater, FL 33762-3846
Direct: 727.499.3950
Cell: 727.871.8838

From: Doran, Debra <DDORAN@coj.net>
Sent: Friday, October 15, 2021 2:57 PM
To: Kathy Wilson <kathy.wilson@bill2pay.com>
Cc: Rock, Kevin <KRock@coj.net>
Subject: FW: B2P Amendment

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kathy,

Would you please review my attachment and let me know if you are in concurrence?

Thank you,
Debbie

From: Kathy Wilson <kathy.wilson@bill2pay.com>
Sent: Friday, October 15, 2021 7:22 AM
To: Doran, Debra <DDORAN@coj.net>
Cc: Rock, Kevin <KRock@coj.net>
Subject: RE: B2P Amendment

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.

Hi Debbie, Kevin,

City of Fort Lauderdale • Procurement Services Division
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301
954-828-5933 Fax 954-828-5576
www.fortlauderdale.gov/purchasing

August 5, 2021

Bill2Pay, LLC
Attention: John Kristel
4700 140th Avenue, Suite 106
Clearwater, FL 33762

Email: John.Kristel@bill2pay.com

RE: **Contract Extension 873-11918**
Lockbox Services

Dear Mr. Kristel,

The above contract is scheduled to expire September 30, 2021. More time may be needed to complete the bidding process. **The "City of Fort Lauderdale Procurement Ordinance" Sec. 2-178. – Organization. (c), (13) of states:**

"In the event additional time is required to prepare and/or award a competitive solicitation, the chief procurement officer shall have the authority to extend an existing contract for the necessary time period with prorated dollar authorization, provided such extension in no event shall exceed two hundred seventy (270) days following the expiration of the contract."

The Chief Procurement Officer would like to extend this contract on a month-to-month basis for another 30 days which would give until **October 30, 2021**, to complete the bidding process.

If you have any questions, please contact James Hemphill, Assistant Manager Procurement and Contracts, at (954) 828-5143.

Approved by:

James Hemphill

Approved by Chief Procurement Officer
Uncontrolled in hard copy unless otherwise marked

WE BUILD COMMUNITY

10

SUBJECT: PIGGYBACK CITY OF FT. LAUDERDALE CONTRACT #873-11918 FOR LOCKBOX SERVICES

BID #: PSC-0509-18

OPEN DATE: 06/21/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: RETROACTIVE FROM JUNE 1, 2018 THROUGH SEPTEMBER 30, 2020, WITH ONE (1) ONE (1) YEAR RENEWAL OPTION

AGENCY: DUVAL COUNTY TAX COLLECTOR

BASIS OF AWARD: PIGGYBACK CITY OF FT. LAUDERDALE CONTRACT #873-11918

NUMBER OF BIDS INVITED: N/A **NUMBER RECEIVED:** N/A **OTHER:** N/A

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject piggyback agreement was awarded on 8/23/18 to Bill2Pay, LLC (contract #9828-01) in the amount of $135,000.00. Improper Purchase for the period of October 1, 2020 through January 31, 2021 approved on 2/10/21.

Recommend approval to ratify the period of service from February 1, 2021 through date of award.

Recommend approval to utilize the first and only contract renewal option with Bill2Pay, LLC in the annual expenditure amount of $55,000.00. Total revised award amount not-to-exceed $190,000.00. Period of service will be date of contract execution through September 30, 2021.

Funding will be encumbered from account 00193.730001.534100.000000.00000000.00000.0000000, executed by formal contract amendment through the Office of General Counsel, and processed via Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Supplier's Approval Email, City of Ft. Lauderdale Contract Renewal, Improper Purchase Memo, Previous Award

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DEBRA DORAN, CHIEF FINANCIAL OFFICER, DUVAL COUNTY TAX COLLECTOR

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 2/18/2021

Teresa R. Eichner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 2/18/21

MR

APPROVED ✓ BH DISAPPROVED

OTHER

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

SIGNATURE OF AUTHENTICATION

SUBJECT: PIGGYBACK CITY OF FT. LAUDERDALE CONTRACT #873-11918 FOR LOCKBOX SERVICES

BID #: PSC-0509-18

OPEN DATE: 06/21/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: RETROACTIVE FROM JUNE 1, 2018 THROUGH SEPTEMBER 30, 2020, WITH ONE (1) ONE (1) YEAR RENEWAL OPTION

AGENCY: DUVAL COUNTY TAX COLLECTORS

BASIS OF AWARD: PIGGYBACK CITY OF FT. LAUDERDALE CONTRACT #873-11918

NUMBER OF BIDS INVITED: ( ) NUMBER RECEIVED: ( ) OTHER ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to piggyback City of FT. Lauderdale contract #873-11918 with Bill2Pay, LLC., to provide lockbox services for the Duval County Tax Collectors office. The period of service will be retroactive from June 1, 2018 through September 30, 2020 with one (1) one (1) year renewal option. The estimated annual expenditure for these services is $60,000.00, for a total contract expenditure not-to-exceed $135,000.00.

To be executed by formal contract through the Office of General Counsel and encumbered by account TCSG017-03410.

ATTACHMENTS: Recommendation Memo, Risk Management Insurance Approval, City of Ft. Lauderdale RFQ, City of Ft. Lauderdale Contract, Vendor Letter, Scope of Services, Vendor Quote

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: KEVIN ROCK, DIRECTOR OF ADMINISTRATIVE SERVICES, DUVAL TAX COLLECTOR

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE
MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 8/23/18

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 8/23/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2013-05