



# City of Jacksonville, Florida

*Donna Deegan, Mayor*


Procurement Division  
Ed Ball Building  
214 N. Hogan Street, Suite 800  
Jacksonville, Florida 32202

A New Day.

## MEMORANDUM

**TO:** Finance Committee Members

**THRU:** Anna Brosche, CPA  
Director, Finance and Administration / CFO

**FROM:** Dustin Freeman,  
Chief, Procurement Division 

**DATE:** April 16<sup>th</sup>, 2024

**RE:** Quarterly Single Source Report Jan – Mar 2024

Pursuant to Chapter 126.306 (f), for all Single Source purchases over \$50,000, the Chief Administrative Officer or Chief of Procurement is required to submit a quarterly report to the Finance Committee. This quarter there were a total of **fifteen (15)** Single Source Purchase Orders totaling **\$3,358,823.91**, and **Two (2)** Purchase Order Agreements totaling **\$205,000**.

Attached for additional reference are the single source justification documents for each award.

Please advise if you require additional information.

#	Req BU	PO Number	PO Description	PO Amount	Supplier Name	PO Date
1	PDOD: Office of the Director	670393-24	Springfield Historic District Midcentury Inventory Grant #010853	\$50,000.00	University of Florida	01/02/2024
2	PSSS: Support Services	672422-24	FTO - PowerDMS PowerReady (74253)	\$54,247.58	PowerDMS, Inc.	02/13/2024
3	PWTE: Traffic Engineering	672614-24	SS- Commander Controller Type 2Per Cubic quote 2412-FL110CB	\$54,785.00	Cubic ITS, Inc.	02/15/2024
4	IHIN: Investigations	671355-24	CGIC - Case Builder, Crime Gun Software (72182)	\$59,200.00	SoundThinking Inc	01/24/2024
5	KHOD: Office of the Director	674863-24	SUMMER CAMP ENHANCEMENT FIELD TRIP - June 1, 2024 through July 31, 2024	\$60,000.00	Boys & Girls Clubs of Northeast Florida	04/02/2024
6	PSSS: Support Services	673506-24	ISM - Public Records Mgmt System (74276)	\$91,483.25	Granicus LLC	03/04/2024

7	FAIT: Information Technologies	674841-24	FY2024 - Hyland OnBase Software Maintenance Single Source - Annual Renewal. Period of Coverage (12/1/23 to 11/30/24).	\$121,096.48	DataBank IMX, LLC	04/02/2024
8	FAFM: Fleet Management	673655-24	Maintenance and Repairs for Power Load Units.	\$127,197.00	Stryker Sales Corporation	03/06/2024
9	SEEL: Elections	672592-24	Election Systems & Software (ES&S) Hardware and Software License, Maintenance and Support Services	\$134,705.58	Election Systems & Software, LLC	02/15/2024
10	TCBA: Branch Agencies	674084-24	Replacement of cash recyclers in three branch offices which accept coin and currency and accurately prepare a close of business deposit. The cash recyclers have the ability to receive change and make cash drops without interruptions.	\$147,432.00	Coin Currency & Document Systems Inc	03/15/2024
11	PRSE: Senior Services	671030-24	Meals on Wheels Program to provide approximately 23,539 hot, nutritious, healthy meal for home-bound individuals 60 yrs and older @ \$6.79 per meal. Cost of meals includes food cost, employee compensation, and vehicle maintenance	\$156,337.02	Urban Jacksonville, Inc	01/17/2024
12	FRRS: Rescue and Communications	671262-24	Arrow EZ-IO Interosseous Vascular Access System Needles and Power Drive Technology (1 yr blanket order 2024).	\$250,000.00	TELEFLEX LLC	01/22/2024
13	CRJA: Jails	673545-24	PTDF - Airstring Mattress with Pillow (73724)	\$392,000.00	Purpose Recycle LLC	03/05/2024
14	FAIT: Information Technologies	672918-24	FY2024-SS-10454-21 Oracle Cloud Consulting Service - Fourth Amendment	\$750,000.00	Oracle America, Inc.	02/23/2024
15	FAIT: Information Technologies	673672-24	FY2024 Geo-Redundant Backup Solution for the First Coast Radio System (FCRS). Bid# SS-11568-22/Contract# 71498-22; Billing for Milestone: Prime Site Relocation to Ed Ball System Acceptance (23%); Invoice# 1187116717	\$910,340.00	Motorola Solutions, Inc.	03/06/2024

#### Agreements

#	Agency	POA Number	POA Description	Contract Amount	Supplier Name	POA Date
1	PRSP: Sport and Entertainment	71180-24	Hotel/Motel Accommodations (Incl. Lodges, Resorts, Bed/Breakfast Inns, etc.) Rental or Lease	\$105,000.00	Hyatt Corporation as agent of MCSW JAC Hospitality	03/27/2024
2	KHOD: Office of the Director	71097-24	To provide the Ferst Readers of Duval County Program for books for up to 3,174 children and classrooms at the childcare centers in the school boundaries of the eight (8) identified Read Jax Schools	\$100,000.00	Ferst Readers, Inc	02/29/2024

Att: Exhibit A: SS Justifications

cc: Anna Brosche - Chief Financial Officer



FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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.</i>	
<b>1. Requesting Agency:</b>	Community Planning
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the City need these particular goods or services?</i>	UP will be performing the following services: Task 1: Conduct Archival Research - The team will review previous surveys and historic preservation records; Task 2: Conduct Field Survey – Each property on the updated list of structures built between 1930 and 1975 will be visited and photographed and basic information like the building type, date of construction, architect and/or builder if known will be recorded; Task 3: Complete Florida Master Site File Forms - Once the field survey is finalized, the properties will be evaluated and prioritized according to potential significance. Task 4: Complete the Draft Survey Report - Prepare draft survey report of the historical/ architectural context that discusses the social, cultural, political, and other influences that shaped the era and its buildings; Task 5: Complete the Final Survey Report - Prepare the final survey report in compliance with FAC IA-46, section on historical structures.
<b>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:</b>	The University of Florida is uniquely qualified to provide the services described above for our project because the services outlined in the State's grant agreement and the methodology for performing these services were developed largely by the University of Florida. It would not be reasonable to approach other vendors who have no knowledge of this project.  Only one known source can meet the terms of the State grant within the required timeframe.
<b>4. Date of Request</b>	12/20/2023

**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.]*

[ After conducting a review of nearby universities with the necessary time, resources, proximity to Jacksonville, and expertise in historic preservation matters, there is only one known source that can meet the terms of the State grant within the required timeframe. ]



FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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.</i>	
<b>1. Requesting Agency:</b>	Jacksonville Sheriff's Office (JSO)
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	Activating PowerFTO module to JSO's PowerDMS Subscription. The addition of the PowerDMS PowerFTO module will provide JSO an agency wide license for unlimited number of programs and includes Secure Storage on MS Azure Gov Servers, Mobile Accessibility, Email Notifications and additional features JSO needs this subscription to keep track of training records to meet our accreditation standards.
<b>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:</b>	PowerDMS is the only supplier who provides the PowerFTO module.
<b>4. Date of Request</b>	11/14/2023

**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.]*

[ JSO researched the marketplace and were unable to locate another product that provides all the features of PowerDMS to include PowerFTO and was able to interface with our programs. ]

**6. Conflict of Interest (Must Check)**

By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with Chapter 112, Florida Statutes.

**7. Other Documentation (Check and attach all that apply)**

- Supplier Quote
- Single Source Memo signed by Director
- Other [ Services Agreement with Exhibits A-D, PowerDMS Order Form Quote ]



## FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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.</i>	
<b>1. Requesting Agency:</b>	Traffic Engineering
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	Requesting Commander Controllers Type 2 provided by Cubic which are to be installed new and/or to replace controllers within the traffic signal cabinet. These control units will connect to Traffic Engineering's Traffic Management Center (TMC) and its central software ATMS. ATMS is software that indicates when there is a signal that is malfunctioning or offline. If the Commander Controllers are not installed and another unit is installed in its place, the communication between the controller and TMC will not happen.
<b>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:</b>	Cubic is the only authorized dealer in Florida to provide Commander Controller Type 2. These products interact within the traffic signal cabinet which, if were replaced by another manufacturer, would disable the cabinet and the communication with TMC.
<b>4. Date of Request</b>	1/22/2024

**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.]*

[ Cubic is the Single Source provider for both ATMS and Commander Controller – Type 2 ]

**6. Conflict of Interest (Must Check)**

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**7. Other Documentation (Check and attach all that apply)**

Supplier Quote

Single Source Memo signed by Director

Other [Single Source Memo from Cubic ]



FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Codes 126.206 &amp; § 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.</i>	
<b>1. Requesting Agency:</b>	Jacksonville Sheriff's Office (JSO)
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	Gunshot Detection, Location, Alert and Analysis Solution with SoundThinking, Inc., to include the implementation of CaseBuilder™/Crime Gun, CaseBuilder Crime Gun Subscription Services and Crime Gun Software, which is SoundThinking's gun crime tracking and analysis tool. The addition of the CaseBuilder™ will enable the Jacksonville Sheriff's Office to have a centralized case management system for gun crime cases.
<b>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:</b>	The CaseBuilder Crime Gun solution is part of SoundThinking's Safety Smart platform and is designed to support the Sheriff's Office CaseBuilder Crime Gun intelligence initiatives. It tracks and reports on gun crime and the platform's analytics and reporting tools provide realtime visibility in gun related cases and activities. The solution uses incident information from ShotSpotter and it ingests National Integrated Ballistics Information Network (NIBIN) leads. It analyzes the combined data to correlate ballistic information and alerts investigators of leads and inter-related cases. The Sheriff's office can better manage information and achieve higher clearance rates for shooting incidents.
<b>4. Date of Request</b>	12/11/2023

**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.]*

[ JSO researched the marketplace and SoundThinking (formally ShotSpotter) is the only wide-area Gunshot Detection, Location and Forensic Analysis Services this is available for law enforcement. The CaseBuilder Crime Gun Solution is part of SoundThinking and is only provided through them. ]

**6. Conflict of Interest (Must Check)**

By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with Chapter 112, Florida Statutes.

**7. Other Documentation (Check and attach all that apply)**

- Supplier Quote
- Single Source Memo signed by Director

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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</i>	
<b>1. Requesting Agency:</b>	Kids Hope Alliance
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	Kids Hope Alliance will pay admission fees to non-profit venues for participants who attend KHA funded summer camps. Such field trips will take place at fourteen (14) non profit venues. See Exhibit I.
<b>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:</b>	Each non-profit field trip venue provides a unique experience. These experiences include painting, outdoor camping, museum tours, animal and artistic exhibits, state performances, and cultural/historical tours. Additionally, many of these destinations are located near underserved targeted populations ( Ex. Arlington, Northside, Arlington, Eastside etc.) which assists with additional barriers such as transportation costs.
<b>4. Date of Request</b>	2/22/2024

**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 ]*

[ Such unique experiences can only be provided at the 14 field trip venues. ]

**6. Conflict of Interest (Must Check)**

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**7. Other Documentation (Check and attach all that apply)**

Supplier Quote

Single Source Memo signed by Director

Other [ Click here to list other documentation ]

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126 206 &amp; § 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</i>	
<b>1. Requesting Agency:</b>	Jacksonville Sheriff's Office (JSO)
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	2024 renewal of GovQA Public records management platform to allow the public to request Open Records request via a branded web portal with workflows, document and email templates, reporting and custom dashboard capabilities, fee and time tracking, multiple request types, support, customer service, redaction capabilities, on-line payment training and hosting
<b>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:</b>	Granicus does not allow other companies to maintenance services for GovQA .
<b>4. Date of Request</b>	2/8/2024

**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.]*

{ We have researched the maintenance of GovQA and have not found any other authorized supplier to provide maintenance. It is customary for the sole manufacturer to not allow other suppliers to provide maintenance on their software }

**6. Conflict of Interest (Must Check)**

By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with Chapter 112, Florida Statutes.

**7. Other Documentation (Check and attach all that apply)**

Supplier Quote

Single Source Memo signed by Director



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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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.</i>	
<b>1. Requesting Agency:</b>	Information Technologies
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	The Information Technologies Division (ITD) requests approval to renew Hyland OnBase Software Maintenance from DataBank, IMX (DataBank). Hyland's OnBase software is the City's primary enterprise document management system utilized by multiple City departments. The services include App Enabler Enterprise, Advanced Capture, Query API, Concurrent Clients, Workflow Concurrent Clients, Office Bus App 2010, Production Document Imaging, Full Page OCR and Server Usage. The period of coverage for Hyland OnBase Software Maintenance is December 1, 2023 through November 30, 2024.
<b>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:</b>	Hyland, the developer of OnBase has provided a sole source letter indicating that DataBank is the sole authorized source to provide maintenance and support to the City of Jacksonville, FL.
<b>4. Date of Request</b>	1/25:24

**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 numerous authorized resellers of the OnBase software under Hyland's commercial policies, but DataBank is the sole authorized source to provide maintenance and support to the City of Jacksonville. ]

**6. Conflict of Interest (Must Check)**

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**7. Other Documentation (Check and attach all that apply)**

Supplier Quote

Single Source Memo signed by Director

Other [Click here to list other documentation. ]

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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.</i>	
<b>1. Requesting Agency:</b>	Fleet Management
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the City need these particular goods or services?</i>	Stryker Medical Corporation has a maintenance agreement for Powerload Units that are no longer under warranty. Period of Service is (2) years from Date of Award. Billed Annually @ \$127,197.00. This is used to service, maintenance and Repairs for the Power Load Units in JFRD Rescue.
<b>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:</b>	Stryker medical Certifies that it is the original equipment manufacturer (OEM) or sole source distributor of parts for Stryker's Emergency Care products. All parts are manufactured at Stryker or by an outside supplier specifically for Stryker. they are the single source manufacturer of Stryker OEM Service and parts. Stryker employs its own field service team to service its products. Stryker only uses OEM parts for repairs and has exclusive use of certain proprietary tools for diagnostics and repairs. Stryker Corporation use or have applied for the following trademarks : CR Plus, LifePak, Lucas, Power-Load, Power-Pro, Procure, Stryker.
<b>4. Date of Request</b>	1/17/2023

**5. Summary of Market Research**  
*Per attached memo Stryker Medical Corporation Sale Source Distributor of parts for Stryker's emergency care products.*  
*(Other Documentation (Check and attach all that apply))*

√ Other (Chief's memo )



FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<p><i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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</i></p>	
<p><b>1. Requesting Agency:</b></p>	<p>Supervisor of Elections</p>
<p><b>2. Nature and/or description of the requirement being requested.</b></p> <p><i>Identify each item, component or service being procured. (Attach quote/proposal):</i></p> <p><i>Why does the city need these particular goods or services?</i></p>	<p>Election Systems &amp; Software License, Maintenance and Support Services. Quote Attached. The City needs these particular services in order to run elections.</p>
<p><b>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:</b></p>	<p>ES&amp;S is the sole and exclusive developer and licensor of the ES&amp;S Software. ES&amp;S owns all patents, copyrights and trademarks (Intellectual Property) in its proprietary ES&amp;S Software. Only ES&amp;S can provide help desk support services for the ES&amp;S Software as well as provide any and all upgrade, enhancements, Maintenance patches and other changes to the ES&amp;S Software as may be required by ES&amp;S and its customers.</p>
<p><b>4. Date of Request</b></p>	<p>1/22/2024</p>

**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.]*

[ The supplier has provided a letter confirming they are the sole proprietors of the product, and therefore, only ES&S is authorized to provide this service. ]

**6. Conflict of Interest (Must Check)**

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**7. Other Documentation (Check and attach all that apply)**

- Supplier Quote
- Single Source Memo signed by Director
- Other [single source letter from Vendor ]



FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126 206 &amp; § 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</i>	
<b>1. Requesting Agency:</b>	Tax Collector
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	The Tax Collector is upgrading its cash recyclers in three branch offices. We currently employ 9 coin and cash recyclers across our 9 offices. The recyclers have the ability to accept coin and currency from staff throughout the business date and accurately prepare a close of business deposit. The ability to receive change and make cash drops without management interruption is essential to our operation.
<b>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:</b>	The goods and services from Coin, Currency, and Document Systems is needed to maintain continuity amongst our branch offices. CCD utilizes a centralized software and management needs cash monitoring from an organization level on a single platform. CCD is also providing trade-in value on the three units being replaced.
<b>4. Date of Request</b>	2/14/2024

**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.]*

[ The Tax Collector looked for comparable mid-size recyclers and was unable to find one on the market that matched current software utilized by the Tax Collector. ]

**6. Conflict of Interest (Must Check)**

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**7. Other Documentation (Check and attach all that apply)**

Supplier Quote

Single Source Memo signed by Director

Other [ Click here to list other documentation ]



FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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.</i>	
<b>1. Requesting Agency:</b>	Senior Services
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	Vendor will provide essential and innovative services to individuals and families to support graceful aging. 23,539 meals will be delivered throughout Northeast Florida to homebound seniors 60 years and older.
<b>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:</b>	Aging True is the lead agency in Duval County and the official overseer of the Older American's Act Title III Meals on Wheels program.
<b>4. Date of Request</b>	12/7/2023

**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.]*

[ Aging True was designated by the Area Agency on Aging (Eldersource) as the lead agency in Duval County and as the operator of the Meals on Wheels program. ]

**6. Conflict of Interest (Must Check)**

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**7. Other Documentation (Check and attach all that apply)**

- Supplier Quote
- Single Source Memo signed by Director
- Other [Click here to list other documentation. ]

12 SS

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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.</i>	
<b>1. Requesting Agency:</b>	Jacksonville Fire & Rescue
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	This is a request for a one-year blanket contract for the purchase of Arrow EZ-IO needles and drivers. The Jacksonville Fire and Rescue Department uses the Arrow EZ-IO system exclusively. No other needle will work with these drivers, which are carries on all JFRD Rescue Units.
<b>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:</b>	Teleflex LLC is the sole manufacturer of the Arrow EZ-IO power driver and needles. There are no other battery powered intraosseous products currently available in the global marketplace. Please see attached letter.
<b>4. Date of Request</b>	1/5/2024

**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.]*

[ Teleflex LLC's direct sales team is the only way to acquire the Arrow EZ-IO driver and needles. No other vendor is authorized to market, sell or service these products to the JFRD. Please see attached letter. ]

**6. Conflict of Interest (Must Check)**  
 By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with Chapter 112, Florida Statutes.

**7. Other Documentation (Check and attach all that apply)**  
 Supplier Quote  
 Single Source Memo signed by Director



FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126 206 &amp; § 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</i>	
<b>1. Requesting Agency:</b>	Jacksonville Sheriff's Office (JSO)
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	3000 Airstring Mattresses for the Department of Corrections. Airstring technology is manufactured by Duralastic, LLC in Greenbrier, TN. Duralastic, LLC, manufactures this product via a patented process utilizing proprietary blends of Linear Low-Density Polyethylene (LLDPE) to create the unique product. This product is made under US Patent 7,625,629. This material can be cleaned and reused so it will reduce the money being spent to replace the mattresses. Contraband can easily be detected when hidden in the mattress cores. These mattresses will not degrade or flatten over short period. The Jacksonville Sheriff's Office, Department of Corrections have been testing these mattresses over 8 months and they have exceeded expectations.
<b>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:</b>	Airstring Mattresses are currently in use in State and County facilities. Airstring has proven to last well over five years of intense inmate use. They are 100% washable. Eliminates dust mites, allergens, and bed bug infestations, keeping the mattress internally sanitary. There is zero bacterial growth. Airstring Mattress technology is manufactured by Duralastic, LLC, and can only be purchased through Purpose Recycle, LLC.
<b>4. Date of Request</b>	01/11/2024

**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.]*

[The Jacksonville Sheriff's Office Department of Corrections researched the market place via contact with other jail facilities and extensive on line searching for a mattress to meet our needs and we found the Duralastic Airstring mattress. The mattress meets or exceeds our needs in being durable, contraband proof, washable and fire retardant. ]

**6. Conflict of Interest (Must Check)**  
 By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with Chapter 112, Florida Statutes.

**7. Other Documentation (Check and attach all that apply)**  
 Supplier Quote  
 Single Source Memo signed by Director

(14) SP

672918-24

**SINGLE SOURCE REQUEST**

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

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

To have Oracle Consulting Services (OCS) team, a division of Oracle America, Inc to conduct a system health check to determine the current state of the configuration of the City's 1Cloud Enterprise Resource Planning (ERP) System (in order to determine if 1) Configuration changes are required, 2) COJ business processes need revising, 3.) additional training is required or any combination of steps to resolve outstanding issues with the City's 1Cloud ERP System. Conduct discovery sessions to review documented implementation issues and current configuration of the 1Cloud system related to industry standards in the following areas: 1.) All Years Funds, 2.) Projects and Grants, 3) Reporting Conduct additional discovery sessions to review the current design and configuration at a high-level for GL, Procurement, Payables, Receivables, Assets, Security, Roles and Workflows Services include assisting COJ to make any corrections required. This is a time and materials services request for a cost of \$325,800 for a period of 12 months upon contract signing. Services will be procured using account string 53106.113002.565091.000636 00000000.00000.0000000.

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

As Oracle America, Inc., is the developer and provider of the Oracle Cloud ERP Applications OCS is the appropriate and prudent source for any Cloud applications analysis implementation OCS is focused solely on providing application consulting services specific to Oracle Software. Contracting for the software implementation services directly with the company that is also the developer of the applications themselves provides many unique advantages including deep product functional and technical capability and ready access to Oracle software development.

**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:**

Oracle Consulting Services, OCS of Oracle America, Inc. is focused solely on providing application consulting services specific to Oracle Software. OCS has provided confirmation that their organization is the only company to provide the consulting services provided by Oracle

Procurement Division \_\_\_\_\_

March, 2020



(15) SS 673672-24

**SINGLE SOURCE REQUEST**

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

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

The Information Technologies Division (ITD) requests approval to purchase a Geo-Redundant Backup System for the First Coast Radio System (FCRS) from Motorola Solutions, Inc. (Motorola). The backup system will increase the reliability of the FCRS by providing a redundant backup system located at the Ed Ball Building 4th Floor Data Center. Due to the decommissioning of the old JEA Tower, COJ also requires services to relocate the current Master Prime site from JEA Plaza to Cecil Commerce Backup 911 Dispatch Center. The term of the agreement will begin on the Effective Date and continues until the date of Final Project Acceptance or expiration of the Warranty Period, or completion of the Services, whichever occurs last. The City requires Motorola ASTRO 25 Infrastructure for compatibility with the existing First Coast Radio Network, which is used by General Government, JRFD, JSO and other Public Safety agencies.

The total not-to-exceed amount for this request is \$4,351,999.00.

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

The Motorola ASTRO® 25 Infrastructure under consideration for purchase is distributed to the end user exclusively through Motorola's direct sales force. These products are not available through the Motorola dealer/reseller network.

**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:**

Internet research found that Motorola is the single source supplier for ASTRO 25 equipment, software, technical support, & services. Motorola submitted a single source letter confirming this status. ASTRO 25 is proprietary technology of Motorola Solutions, Inc.

Procurement Division 

March, 2020

① Agreement +

71180-24



FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

<b>JUSTIFICATION FOR SINGLE SOURCE (JSS)</b>	
<i>Pursuant to the City of Jacksonville Procurement Code § 126.206 &amp; § 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</i>	
<b>1. Requesting Agency:</b>	Sports & Entertainment
<b>2. Nature and/or description of the requirement being requested.</b>  <i>Identify each item, component or service being procured. (Attach quote/proposal):</i>  <i>Why does the city need these particular goods or services?</i>	Hotel accommodations during the 2024 Jacksonville Jazz Festival.
<b>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:</b>	Each Hotel is the sole supplier for the required locations for hotel accommodations during the 2024 Jacksonville Jazz Festival.
<b>4. Date of Request</b>	1/30/2024

**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.)*

[ Sports & Entertainment division has researched availability of services needed and these suppliers are the sole suppliers for these locations ]

**6. Conflict of Interest (Must Check)**

By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with Chapter 112, Florida Statutes.

**7. Other Documentation (Check and attach all that apply)**

- Supplier Quote
- Single Source Memo signed by Director
- Other [OGC Fact Sheet outlining max indebtedness ]

Agreements

2

71097-29



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:	Kids Hope Alliance
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?	Ferst Readers Program of Duval will provide 3,171 books @ \$42 per child to classrooms at the childcare centers in the school boundaries of the 8 identified Read Jax Schools and Head Start Centers in Duval County. The centers who apply for the program will receive books and parent engagement newsletters monthly for their children and classrooms at no cost to them. There will also be a video for the director/teachers to view about the program to help them use the program more effectively
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:	Ferst Readers offers a unique program and is the sole source to provide age-appropriate books and literacy resources to children in Ferst Readers Program. At this time, there is not another vendor providing these services.
4. Date of Request	1/17/2024

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 book subscription programs who provide both age-appropriate books and Leap Into Books parent newsletter which has critical questions, relevant vocabulary, and parent activities. Ferst Readers will mail directly to the child care center to prevent returned books. ]

6. Conflict of Interest (Must Check)

✓ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with Chapter 112, Florida Statutes.

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

Supplier Quote

✓ Single Source Memo signed by Director



## MEMORANDUM

<b>Date:</b>	April 4, 2024
<b>To:</b>	All City Council Members
<b>CC:</b>	Karen Bowling, Chief Administrative Officer Kelli O'Leary, Deputy Chief Administrative Officer Anna Brosche, Director of Finance and Administration Marcia Saulo, Comptroller Angela Moyer, Budget Officer Mary Staffopoulos, Deputy General Counsel, Legislative Affairs
<b>From:</b>	Kim Taylor, Council Auditor <i>Kim Taylor</i>
<b>Subject:</b>	General Fund/GSD Recapture Amounts for Fiscal Year 2022/23

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In accordance with Ordinance Code Section 106.106 (i) (see Attachment), the Finance and Administration Department has submitted to the Council Auditor's Office its recommendations for the annual recapture of General Fund/General Services District (GF/GSD) monies from GF/GSD Supported Operating Funds.

As part of the annual financial close out process, the equity within funds which receive a substantial portion of their funding from the GF/GSD is analyzed. Each fund's financial position is reviewed to determine if its equity is more than necessary as a result of transfers from the GF/GSD to the fund. Excess equity is to be recaptured and returned to the GF/GSD. The purpose of this recapture is to reduce the GF/GSD's operating subsidy and increase Operating Reserves and thereafter the Emergency Reserve.

Per the Ordinance Code, the Council Auditor is to review and comment on the proposed recapture recommendation. Our review included recalculating the cash and fund equity of funds which receive contributions from the GF/GSD. After our review, comment, and discussions, the Finance and Administration Department provided the recommended recapture amounts shown on the next page.

<b>Fund</b>	<b>Fund Name</b>	<b>Recommended Recapture Amount</b>	<b>FY 2022/23 Original Budget</b>	<b>Percentage of Budget Being Recaptured</b>	<b>General Fund/GSD Contribution</b>	<b>Percentage of GF/GSD Being Recaptured</b>
00191	Property Appraiser	\$ 519,679	\$ 12,148,636	4.28%	\$ 11,663,253	4.46%
10901	Kids Hope Alliance	\$ 1,433,508	\$ 44,741,173	3.20%	\$ 44,601,284	3.21%
43101	Solid Waste Disposal	\$ 850,000	\$ 114,895,918	0.74%	\$ 29,245,486	2.91%
53101	Information Technologies	\$ 2,655,667	\$ 42,713,812	6.22%	\$ 28,142,834	9.44%
53102	Radio Communication	\$ 1,215,937	\$ 6,114,400	19.89%	\$ 4,740,356	25.65%
54101	Public Building Allocation	\$ 342,796	\$ 55,811,819	0.61%	\$ 35,736,621	0.96%
		<u>\$ 7,017,587</u>				

<sup>1</sup> The amount of the FY 2022/23 Loan for the Solid Waste Disposal fund was \$11,905,219. The recapture amount of \$850,000 is 7.14% of the FY 2022/23 Loan. The reduction in the loan amount means the net amount owed from the Solid Waste Fund to the General Fund/GSD as of September 30, 2023, is \$31,645,846 (\$24,895,486 in net annual operating loans and \$6,750,000 related to Ordinance 2018-458-E).

Ordinance Code Section 106.106 (m) states that any exception to the recapture of reserves by the GF/GSD requires approval by two-thirds vote of all City Council members.

In addition, Ordinance 2022-504-E (the fiscal year 2022/23 budget ordinance) contained a miscellaneous provision requiring that the Director of Finance and Administration, as part of the 2022/23 fiscal year recapture process, include all funds that have negative cash balances (see Attachment). The Council Auditor, in conjunction with the Director of Finance and Administration, is to provide a list to the Finance Committee on recommendations of which funds to address before recapturing the balances to the Operating Reserves and thereafter the Emergency Reserve.

Based on discussions with the Finance and Administration Department, there are no funds with a negative position that need to be addressed with the recaptured funds.

Please contact me at 255-5488 if you have any questions.

## Attachment

### **Ordinance Code Section 106.106 (i) - Balanced Budget and Budget Stabilization Reserve.**

For General Fund Supported Operating Funds or Sub-Funds, annually as part of the year-end audit closing, any year-end reserve created by the operations of such related fund or sub-funds shall be identified and transferred to the General Fund as a reduction of the General Fund's Operating Transfer subsidy (a "Recapture") with the intent of increasing the Operating Reserves and thereafter the Emergency Reserve. To the extent that the Recapture exceeds the annual subsidy, then the remaining year-end Recapture shall be treated as an Interfund Transfer to the General Fund.

### **Ordinance 2022-504-E Section 11.7 2022-2023 fiscal year Recapture review for contribution to funds with negative cash balances.**

Section 106.106 (i), Ordinance Code, requires the recapture of funds with the intent of increasing the Operating Reserves and thereafter the Emergency Reserves. Section 106.106(k), Ordinance Code, requires that the Director of Finance and Administration shall provide to the Council Auditor the recapture journal entry. For the Fiscal Year 2022-2023, the Director of Finance and Administration shall include within this communication to the Council Auditor all funds that have negative balances. The Council Auditor will, in conjunction with the Director of Finance and Administration, provide a list to the Finance Committee on recommendations of which funds to address before recapturing the balances to the Operating Reserves and Emergency Reserves.



A NEW DAY.

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

Finance and Administration Department

General Accounting Division

117 West Duval Street, Suite 375

Jacksonville, FL 32202

(904) 255-5261

[www.jacksonville.gov](http://www.jacksonville.gov)

## MEMORANDUM

**DATE:** April 1, 2024  
**TO:** Kim Taylor, Council Auditor  
**FROM:** Marcia Saulo, Comptroller; Chief of Accounting Division  
**VIA:** Anna Brosche, CFO; Director of Finance and Administration Department  
**SUBJECT:** FY 2023 Recapture, Ordinance Code 106.106 (i) and (k)

The purpose of this memo is to present the Mayor and City Council with a listing of funds to be recaptured to the *General Fund, General Service District, Fund 00111* as part of the FY23 year-end closing process. The recaptured funds will be designated as committed by the City Council per Section 11.7 of the 2022-504-E Budget Ordinance.

- |                |  |            |
|----------------|--|------------|
| 1) \$ 519,679  | from <b>Property Appraiser</b>         | fund 00191 |
| 2) \$1,433,508 | from <b>Kids Hope Alliance</b>         | fund 10901 |
| 3) \$2,655,667 | from <b>ITD Operating</b>              | fund 53101 |
| 4) \$1,215,937 | from <b>ITD Radio Communications</b>   | fund 53102 |
| 5) \$ 342,796  | from <b>Public Building Allocation</b> | fund 54101 |

In addition to the above, we are recommending a reduction in the General Fund loan extended to Solid Waste Disposal fund 43101 in FY2023 in the amount of **\$850,000** due to strong operating performance which obviates the need for this portion of the approved loan amount.

**Total Positive Impact: \$ 7,017,587**

In addition to the above recapture, Section 11.7 requires a list of funds that have negative cash balances. No funds require a transfer to satisfy a negative position.

Cc: Karen Bowling, Chief Administrative Officer  
 Phillip Peterson, Assistant Council Auditor  
 Brian Parks, Principal Auditor  
 Heather Reber, Principal Auditor  
 Joel Provenza, Assistant Comptroller Systems and Reporting  
 Peter Kajokas, Assistant Comptroller  
 Godfred Adomako, Manager of Fund Accounting