**PUBLIC NOTICE**

**AGENDA**

"SPECIAL" PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING

Friday, September 28, 2018, 11:30 a.m.

Eighth Floor, Conference Room 851

Ed Ball Building, 214 N. Hogan Street

Jacksonville, FL 32202

Committee Members:
- Gregory Pease, Chairman
- Patrick Greive, Treasury
- Jeff Close, OGC

<table>
<thead>
<tr>
<th>Subcommittee Members</th>
<th>ITEM #</th>
<th>TITLE &amp; ACTION</th>
<th>MOTION</th>
<th>CONTR EXP</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Willis</td>
<td>P-43-18</td>
<td>Fee &amp; Contract Negotiations</td>
<td>That the City of Jacksonville enter into a contract with Brown and Brown of Florida, Inc., for the provision of Casualty Insurance Broker Services by (I) incorporating the attached Scope of Services identified as Exhibit 'A' and Contract Fee Schedule identified as Exhibit 'B'; (ii) providing a period of service from October 1, 2018 through September 30, 2019 with four (4) one-year renewal options available at terms mutually agreeable; and (iii) providing a not-to-exceed maximum indebtedness of $1,254,488.00. All other terms and conditions are per the RFP and the City’s standard contract language.</td>
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<tr>
<td>Twane Duckworth</td>
<td>P-52-15</td>
<td>Contract Amendment No. 1</td>
<td>That Contract No. 8094 between the City of Jacksonville and Manatron, Inc., for the Tax Collector and Distribution System Annual Software Maintenance be amended to extend the period of service from October 1, 2018 through October 30, 2018. All other terms and conditions shall remain the same except for such changes as the Office of General Counsel may deem appropriate to ensure compliance with the City’s ordinances, Procurement policies and procedures and applicable federal and state laws.</td>
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</tr>
<tr>
<td>Tom Ossi</td>
<td>PP#1</td>
<td>Tax Collector and Distribution System - Annual Software Maintenance</td>
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</tr>
<tr>
<td>Debra Doran</td>
<td></td>
<td>Tax Collector’s Office/Information Technologies Division</td>
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<tr>
<td>Patrick Greive</td>
<td>N/A</td>
<td>Financial Services Informational Update</td>
<td>Informational Update - The Treasury Division hereby notifies PSEC in accordance with Section 126.313 of the purchasing code and the related Treasury and Pension procurement procedures, that it has agreed to a 3-month contract extension with Fiduciary First, DC Plan Investment consultant.</td>
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</tbody>
</table>
Risk Management issued RFP P43-18 for Casualty Insurance Broker Services Casual and selected Brown and Brown, Inc. of Florida ("Brown & Brown") as the most qualified bidder. Accordingly, Risk Management proceeded to obtain permission from PSEC to enter into contract and fee negotiations with Brown & Brown.

The negotiations conducted with Brown and Brown resulted in us agreeing upon the terms to place liability coverages for the City of Jacksonville at their proposed GTACP of 9% per their RFP response (attached) for a one year term having an effective date of October 1, 2018 to September 30, 2019 with four one-year renewal options and a not-to-exceed amount of $1,254,488.00 (One Million Two Hundred Fifty Four Thousand Four Hundred Eighty Eight Dollars and No cents) and according to the terms attached.

As negotiations have been successful, we now request permission to enter into a formal contract.

Respectfully,
1. **Provide consultation and recommendations to the City on exposures, existing coverage, and the desire and/or feasibility of potential changes to program.**

   Agree. These services are provided in our primary service objectives and methodology is addressed throughout this response.

2. **Consult with the City to formulate a marketing strategy that focuses on delivering a cost-effective Excess Workers’ Compensation and General Liability risk management program. Suggest alternative risk financing vehicles to reduce total cost of risk.**

   Agree. These services are provided in our primary service objectives. We would first analyze the current program and historical losses to determine the best approach to reducing retentions or rates within the program. The current carriers, NY MAGIC and BRIT, are solid companies for this type of risk but the program must be evaluated to make certain the City is receiving the best program design for today's exposure.

3. **Summarize the results of the marketing strategy developed with the City and communicate program recommendations.**

   Agree. Marketing strategy and results of any annual renewal processes are formally presented in a standard proposal format. Unique presentations are discussed and delivered to our Risk Management clients. A basic summary of a recent client-approved casualty marketing strategy is below:

<table>
<thead>
<tr>
<th>2018 Marketing Strategy &amp; Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>➤ Full market accessed for Property Coverages</td>
</tr>
<tr>
<td>➤ Discussion Regarding Active Shooter/Crisis Response – Insurance quotation not desired</td>
</tr>
<tr>
<td>➤ Review Parametric insurance</td>
</tr>
<tr>
<td>➤ Approached Professional coverages/markets (Public Officials, Employment Practices)</td>
</tr>
<tr>
<td>➤ Approach select Excess Liability and Workers’ Compensation insurers</td>
</tr>
<tr>
<td>o Flat renewal secured by incumbent, ABC Company</td>
</tr>
<tr>
<td>o Competitive Quote received by XYZ Company</td>
</tr>
<tr>
<td>o Self-Insured Retention (SIR) Options Analysis</td>
</tr>
<tr>
<td>o Large Losses Review</td>
</tr>
<tr>
<td>o Self-Insured Retention Analysis</td>
</tr>
<tr>
<td>➤ Public Officials/Employment Practices Liability Coverage Options Analysis</td>
</tr>
</tbody>
</table>
4. Design specifications and create a submission for underwriter review for Excess Workers’ Compensation, Excess General Liability Insurance and Miscellaneous Liabilities as defined by the City and obtain Risk Management’s approval on marketing submission and markets being approached.

Agree. A basic summary of a recent submission document sent to one of our current clients 90 days prior to renewal is:

**Underwriting Executive Summary – Excess Casualty Insurance**  
Cov erages Effective ab/cd/2018 – ab/cd/2019  
As of July 30, 2018

Brown & Brown is currently contracted with the City of XYZ for Insurance Brokerage Services relating to all lines of Property and Casualty Insurance. This Summary concerns Excess General Liability, Employee Benefits, Law Enforcement, Public Officials and Employment Practices Liability, Excess Workers Compensation, and Automobile Physical Damage.

**COVERAGE OVERVIEW:**  
The Excess Casualty Package policy was initially underwritten by Brit/Underwriters at Lloyd’s in 2009. Coverage has been renewed consecutively since then and is under current cover to expire ab/cd/2018. Primary Automobile Physical Damage Coverage for high-value vehicles was added the Brit Package in 2014. See below summary of the current coverage provided:

<table>
<thead>
<tr>
<th>Limits/Coverage</th>
<th>Self Insured Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brit/Lloydys</td>
<td>$250,000 - General Liability</td>
</tr>
<tr>
<td>$5,000,000 - General Liability (including Sexual Harassment &amp; Abuse)</td>
<td>$250,000 - General Liability</td>
</tr>
<tr>
<td>$1,000,000 - Automobile Liability</td>
<td>$500,000 - Automobile Liability</td>
</tr>
<tr>
<td>$3,000,000 - Automobile Physical Damage (ACV)</td>
<td>$100,000 - Automobile Physical Damage</td>
</tr>
<tr>
<td>$250,000 - Excess WC &amp; Employer’s Liability (Buffer)</td>
<td>$750,000 - Excess Workers’ Compensation &amp; Employer’s Liability</td>
</tr>
</tbody>
</table>

The Statutory Excess Workers Compensation via New York Marine & General Insurance Company has been consecutively renewed since 2009 and is under current cover to expire 10/26/2018. This policy attaches at $1,000,000 retention, excess of the $250,000 limit excess of $750,000 SIR buffer layer provided by BRIT.

<table>
<thead>
<tr>
<th>Limits/Coverage</th>
<th>Self Insured Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York Marine &amp; General</td>
<td>$250,000 - Employer’s Liability</td>
</tr>
<tr>
<td>Statutory - Workers Compensation</td>
<td>$1,000,000 - Employer’s Liability</td>
</tr>
<tr>
<td>$750,000 - Employer’s Liability</td>
<td>$1,000,000 - Employer’s Liability</td>
</tr>
</tbody>
</table>

**CITY PROFILE:** 
The City of ABC’s website is very informative: [http://www.abc.org](http://www.abc.org). A snapshot of the City is below:

Population: 750,000  
Land Area: 50 square miles  
Payroll: $500,000,000  
Employees: 7,500  
General Fund: $750,000,000  
WC Manual: $15,000,000  
Vehicles: 7,500
5. Market the coverage, analyze the coverage terms and provide other services, when instructed to do so by the City, including assisting the City in the completion of all applications, documents and gathering necessary data.

Agree. This is included in our standard service offering.

6. Attend reasonably noticed meetings related to the insurance with City staff and other parties, as requested.

Agree. This is included in our standard service offering.

7. Analyze proposals received from various insurance companies and other parties, negotiate changes for the benefit of the City and verify the reasonableness of the price for the coverage provided. Review and analyze the coverage forms for inclusion and exclusion language and conditions.

Agree. This is included in our standard service offering. We will spreadsheet any optional coverages and provide claims analysis and side by side coverage analysis. Below is a basic specimen quote comparison presentation:

**CITY OF SUPERIOR**
**PROPERTY QUOTE COMPARISON**
To Be Effective 3/1/2017-18

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<tr>
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</thead>
<tbody>
<tr>
<td><strong>PROPERTY</strong></td>
<td>3 year policy subject to annual review and acceptance 10/1/17 Annual Policy Terms Below</td>
<td>3 year policy subject to annual review and acceptance 10/1/17 Annual Policy Terms Below</td>
<td>3 year policy subject to annual review and acceptance 10/1/17 Annual Policy Terms Below</td>
<td>3 year policy subject to annual review and acceptance 10/1/17 Annual Policy Terms Below</td>
</tr>
<tr>
<td>Premium at inception</td>
<td>$1,225,000</td>
<td>$300,000</td>
<td>Not Available</td>
<td>$300,000</td>
</tr>
<tr>
<td>Estimated Exchanges including TPA's</td>
<td>$400</td>
<td>$400</td>
<td>Not Available</td>
<td>$400</td>
</tr>
<tr>
<td>Policy Engineering Fee</td>
<td>$2,400</td>
<td>$2,400</td>
<td>Not Available</td>
<td>$2,400</td>
</tr>
<tr>
<td>Total Annualized Cost</td>
<td>$1,224,470</td>
<td>$1,211,833</td>
<td>$2,800,000</td>
<td>$1,248,145</td>
</tr>
<tr>
<td>COST Difference from Expanding/Reducing</td>
<td>$12,637</td>
<td>$12,537</td>
<td>$2,180,000</td>
<td>$9,743</td>
</tr>
</tbody>
</table>

**Important Deductibles**

| All Other Parts | $50,000 | $50,000 | $50,000 | $50,000 |
| Inter I hane | Contractor's Equipment $25,000 | Contractor's Equipment $25,000 | Contractor's Equipment $25,000 | Contractor's Equipment $25,000 |
| Named Windstorm or Hail | Named Windstorm 3% TIV of the units of insurance damaged, $100,000 per Occurrence Minimum | Named Windstorm 3% TIV of the units of insurance damaged, $100,000 per Occurrence Minimum | Named Windstorm 3% TIV of the units of insurance damaged, $100,000 per Occurrence Minimum | Named Windstorm 3% TIV of the units of insurance damaged, $100,000 per Occurrence Minimum |
| Flood in 100 year Zone (XV) | $25,000 | $25,000 | $25,000 | $100,000 |
| Flood (non A and V zones) | $50,000 | $50,000 | $50,000 | $50,000 |
| Bldg. E. Off Premises Power | 150 Hours | 150 Hours | 150 Hours | 150 Hours |

**Important Coverage Limits**

| Building & Contents | $110,678,478 | $110,678,478 | $110,678,478 | $110,678,478 |
| Reserves #2 ($3,000,000) | Included | Included | Included | Included |
| Business Income | $1,000,000 | $1,000,000 | $1,000,000 | $1,000,000 |
| extra Expense | $1,000,000 | $1,000,000 | $1,000,000 | $1,000,000 |
| & Side - Averages | $15,000,000 | $15,000,000 | $15,000,000 | $15,000,000 |

EXHIBIT 'A'
We encourage participation by the City's Financial Management team due to the loss funding needs of a large self-insured program such as the largest City in America.

We will evaluate risk transfer methods (insurance, avoidance, contractual transfer, etc.), contractual indemnification and alternative risk financing. Below is a template of a basic retention analysis utilized in a Cost of Risk review:

<table>
<thead>
<tr>
<th>EXPIRING $750,000 SIR &amp; PREMIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAIMS PAYMENTS</td>
</tr>
<tr>
<td>YEAR</td>
</tr>
<tr>
<td>2004-2005</td>
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<tr>
<td>2005-2006</td>
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<td>2006-2007</td>
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<td>2007-2008</td>
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<td>2012-2013</td>
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<tr>
<td>2013-2014</td>
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<tr>
<td>2014-2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTION $650,000 SIR &amp; PREMIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAIMS PAYMENTS</td>
</tr>
<tr>
<td>YEAR</td>
</tr>
<tr>
<td>2004-2005</td>
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<tr>
<td>2005-2006</td>
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<td>2006-2007</td>
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<td>2012-2013</td>
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<tr>
<td>2013-2014</td>
</tr>
<tr>
<td>2014-2015</td>
</tr>
</tbody>
</table>
8. Provide the City with a summary of various insurance program options, including but not limited to, limits, coverage, retention levels, terms, conditions, premiums, and payment options.

Understood and agreed. Results of the marketing process are communicated within our Insurance Renewal Proposal presentation. The written Proposal will be presented with explanation of all analysis, recommendations, terms and conditions including but not limited to:

- Overview/Executive Summary
- Market Summary (insurer quotes and declinations)
- Coverage Comparison
- Expiring vs. Renewal Premium Comparison
- Applicable Loss & Retention Analysis
- Summary of terms, conditions and exclusion highlights, and specimen forms
- Stewardship Report
- Wholesale Broker or other intermediary involvement
- Commission / Remuneration Disclosures

9. Make recommendations to the City of the most advantageous insurance program providing the highest level of coverage at the best possible price to meet the City's needs and objectives.

Agree. This is included in our standard service offering. See exhibits above.

10. Provide analysis and recommendations as to the most cost-effective means for addressing the City's Excess Workers' Compensation and Excess General Liability exposures.

Agree. Our first step would be to interview the City to determine exposures, risk appetite and to determine if any new exposures are contemplated in the coming year. This specific feedback, is needed here to appropriately comment on the current program structure for the City of Jacksonville in this response. The types of analysis described herein are utilized to determine cost-effectiveness.

The insurance expense is approximately $1,500,000. The City's Self-Insured exposure is potentially $23,500,000 and increasing annually. Based on identification of the City's major financial risk, some initial questions would include:

- Effective use of RMIS system and availability of reports to produce consistent claims trend analyses.
- Perspective Internal funding of tail liabilities (estimated exposure over $100M).
- Perspective of increased exposure/funding of future Liabilities over the next 5 years (anticipated increase of 17%)
- Risk Identification and analysis of emerging casualty risk exposures for which insurance products are available vs. self-insured exposure, including:
  - Cyber Liability,
  - Active Shooter,
  - Other types of Crisis Management
11. The successful Responder shall become Agent of Record and represent the City in all negotiations with insurers, underwriters and other parties with regard to the insurance program including negotiate the placement of the City's Excess Workers' Compensation and Excess General Liability Insurance coverage, and Miscellaneous Liability Insurance policies.

In the event that it is determined the City's coverage is best placed with the current insurance companies, we have the ability to take over these programs as the City's Agent of Record. We are also prepared to immediately begin negotiations with these markets as well as solicit alternative programs, if necessary.

**Market Access and Negotiations** – B&B's team has the ability to access, identify and effectively negotiate with the entire insurance and reinsurance marketplace. Brown & Brown’s market volume and national public entity practice, coupled with our team’s relationships and technical coverage knowledge make an excellent platform for identifying both traditional and up and coming market relationships in which to represent our clients.

Our organization is part of a national group of offices focusing on public entity insurance in Florida and thirty-nine other states. We have access to and enjoy excellent relationships with all major public entity insurance companies. Our tenure in the Property & Casualty public entity insurance business and large volume of business afford us the ability to represent our clients to a broader market base giving them more competitive options.

Our premium volumes with major insurers give us favored status to negotiate on your behalf. We currently place business with the Excess Casualty and Excess Workers’ Compensation insurers underwriting the City’s program.

Ten of our larger premium-volume partners are:

<table>
<thead>
<tr>
<th>CARRIER</th>
<th>PREMIUM VOLUME</th>
<th>CARRIER</th>
<th>PREMIUM VOLUME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lloyds</td>
<td>$604,108,742</td>
<td>AIG</td>
<td>$340,195,286</td>
</tr>
<tr>
<td>Zurich Insurance Group</td>
<td>$437,626,159</td>
<td>QBE Insurance Group</td>
<td>$308,444,063</td>
</tr>
<tr>
<td>Liberty Mutual</td>
<td>$378,591,871</td>
<td>Berkshire Hathaway</td>
<td>$288,875,100</td>
</tr>
<tr>
<td>Everest Re Group</td>
<td>$365,571,584</td>
<td>Markel</td>
<td>$252,701,936</td>
</tr>
<tr>
<td>Chubb</td>
<td>$348,885,550</td>
<td>Munich Re</td>
<td>$249,501,878</td>
</tr>
<tr>
<td>Travelers</td>
<td>$343,178,111</td>
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</tr>
</tbody>
</table>

**EXHIBIT 'A'**

City of Jacksonville RFP #P-43-18
Casualty Insurance Broker Services
Casualty markets to be accessed include (but are not limited to):

<table>
<thead>
<tr>
<th>CARRIER</th>
<th>CARRIER</th>
<th>CARRIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIG</td>
<td>Colony</td>
<td>NY Marine &amp; General Ins</td>
</tr>
<tr>
<td>Allianz</td>
<td>Darwin</td>
<td>Old Republic</td>
</tr>
<tr>
<td>Allied World Assurance</td>
<td>Employers Re</td>
<td>Preferred*</td>
</tr>
<tr>
<td>AmTrust</td>
<td>Euclid/Scottsdale</td>
<td>QBE</td>
</tr>
<tr>
<td>Argonaut/Argo</td>
<td>Fairfax</td>
<td>Safety National/Tokio Marine</td>
</tr>
<tr>
<td>Arch</td>
<td>Hartford</td>
<td>Selective</td>
</tr>
<tr>
<td>Aspen</td>
<td>Hiscox / State National</td>
<td>Travelers / Discover RE</td>
</tr>
<tr>
<td>Berkshire Hathaway</td>
<td>Liberty Mutual</td>
<td>XL/Catlin</td>
</tr>
<tr>
<td>Brit / Lloyds</td>
<td>Midwest Employers</td>
<td>Zurich</td>
</tr>
<tr>
<td>Chubb</td>
<td>Midlands</td>
<td></td>
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<tr>
<td>CNA</td>
<td>Munich Re</td>
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</tbody>
</table>

*Preferred Governmental Insurance Trust (Preferred) – Brown & Brown/PRIA has a special relationship with the City's current Property insurer, Preferred. In fact, although it is the second largest municipal insurance trust, very few of our competitors have access to this program. Brown & Brown/PRIA is the largest agent for Preferred and as a result, has unique negotiating power with the trust. Although Preferred may not be the best fit for the City's larger policies, they could be very effective in insuring unusual or partial risk exposures that may arise.

Effective Negotiation with the Markets – Underwriters' on-site visit with brokers and clients strengthens relationships between carriers and broker. Staff is invited to be included in these meetings if they are available to broaden the relationship to the entity.

While of a size that provides corporate governance, support resources, and access to the insurance marketplace, Brown & Brown’s real strength is in the great flexibility it provides its agents at the local level. Each office is operated as an entrepreneurial entity, making it possible to respond rapidly to the needs of local customers, with local knowledge. This capacity also allows each office the flexibility to focus on niche markets to provide customers with targeted, customized risk management products and services. An example of this would be with the Preferred Governmental Insurance Trust.

Renewal Proposal Presentation – Brown & Brown provides a proposal explaining all the terms and conditions including but not limited to:

- Renewal Overview
- Market Summary (insurer quotes and declinations)
- Coverage Comparison
- Expiring vs. Renewal Premium Comparison
- Applicable Loss & Retention Analysis
- Summary of terms, conditions and exclusion highlights, specimen forms; and compensation disclosures.
We also agree to work with wholesale brokers based in Jacksonville as directed, specifically for the current Miscellaneous Liability policies.

12. From time to time it will be necessary for the City and Responder to meet in person. The Responder’s travel expenses shall be the exclusive responsibility of the Responder.

Agree. We are available to attend any public or private meetings to provide support to the Risk Management Team and show progress of our efforts or provide advice on risk issues.

13. When instructed to do so by the City, administer the placement of coverage and provide original binders, policies and endorsements, as required in the timetable specified by the City.

Agree. If acceptable timetables are not already addressed in our Quality Control Standards, we agree to comply with any reasonable timetables requested by the City.

In addition to our standard of excellence, Brown & Brown maintains a corporate Quality Control function and requirements which mandates best practices such as the following:

- Phone calls returned same-day.
- Certificates of Insurance and endorsement requests processed within 24 hours.
- Policies are checked for accuracy and corrected as needed within 30 days of receipt.
- Policies delivered within 30 days as possible due to insurer constraints.
- Provide proof of Insurance in force at all times.

Each year we are required to complete an Insurance Coverage Review checklist. To the right is an example of our Insurance Coverage Review checklist.

EXHIBIT A

City of Jacksonville RFP #P-43-18
Casualty Insurance Broker Services
14. Provide extensive review of binders and policies including verification of conformity to specifications. Request any necessary endorsements/changes/revisions that may be required.

Agree. We will forward binders and policies to you as outlined in our timeline. Any discrepancies will be immediately addressed with the insurance carriers and outlined in our transmittal document to the City.

15. All binders and policies will be delivered in an organized electronic format and in a three ring binder. Delivery of binders and policies must include a letter outlining any discrepancies and pending amendments.

Agree. Binders and policies will be provided electronically and in a binder including a cover letter advising any discrepancies and pending endorsements.

16. Provide insurance coverage summaries/descriptions (schedule of insurance) and update as policies are renewed. Schedule of insurance shall include but not limited to policy period, carrier, policy number, limits, self-insured retention(s), deductibles (where applicable), premium, applicable surcharges and total cost.

Agree. A typical format is illustrated here, but we will modify it to suit the City's specific needs. It will be provided in an Excel spreadsheet format or any other format the City prefers.

<table>
<thead>
<tr>
<th>Type of Coverage</th>
<th>Limits/Coverage</th>
<th>Deductibles/Retention</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Premium at Renewal</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Auto Liability</td>
<td>$10,000 Physical Damage</td>
<td>$500</td>
<td>1/1/2018</td>
<td>12/31/2018</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Medical Expenditures &amp; Lost Income</td>
<td>$5,000</td>
<td></td>
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</tr>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000</td>
<td>$50,000</td>
<td></td>
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<tr>
<td>Professional Liability</td>
<td>$1,000,000</td>
<td>$50,000</td>
<td></td>
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<tr>
<td>Employment Practices Liability</td>
<td>$1,000,000</td>
<td>$50,000</td>
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<td>Additional Mandated Coverages</td>
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<tr>
<td>Specialized Programs</td>
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</table>

17. Review accounting and billing data received from insurance markets on the City's behalf to ensure accuracy.

Agree. This is a routine procedure in our service plan.
18. Except with the prior written approval of the City, place insurance on behalf of the City with insurers that meet or exceed the SERVICE BROKER's minimum financial guidelines or a rating of not less than "A-" VII as assigned by A.M. Best. Or, if deemed appropriate for the City's risk management program, secure coverage through an alternative risk financing mechanism such as a captive or risk retention group. Monitor published financial information of any insurers with whom the City's coverage is placed. Advise the City if the status of an insurer falls below Responder's or A.M. Best guidelines herein.

Agree. This is included in our standard service offering. We accomplish this with several redundant processes:
1) Corporate Market Security Committee
2) We monitor industry news daily
3) AM Best ratings are confirmed and provided formally anytime a quote is presented.
4) Any discussion or further research regarding ratings or financial position is performed as necessary.

Per Corporate mandate, Brown & Brown is not authorized to provide quotes to our clients from unauthorized insurers or insurers with a less than AM Best rating of A- or are not rated by AM Best without an authorized exception. However, since it may be in the best interest of our clients to review and bind quotes from these alternative insurers, Brown & Brown has established a Market Security Committee which reviews and monitors insurers falling into these categories. These include Risk Retention Groups, Captives, Self-Insured Groups, Trusts, State Funds, and Joint Underwriting Associations.

19. Continually evaluate the insurance program and recommend coverage changes and improvements to provide the highest level of coverage at the least possible cost to the City.

Agree. This is always our practice and commitment to our clients.

20. Keep apprised of potential legislative changes that could impact the City's insurance program (i.e. workers' compensation laws, sovereign immunity and claims bills, etc.).

Agree. One of our publications addressing the new PTSD provisions is illustrated below:
Workers’ Compensation Coverage Now Includes PTSD for First Responders in Florida

By Kimberly J. Fernandes, Esquire - Kelley Kronenberg

The aftermath of mass tragedies can have a broader impact than previously imagined before the dawn of social media and other electronic information platforms. Consider the nationwide debates and demonstrations initiated by the Pulse nightclub tragedy, the Marjorie Stoneman-Douglas High School tragedy, and the FIU bridge collapse. One lasting impact that has always existed but has rarely been given a platform for relief is the effect of these tragedies on first responders. In an effort to give a voice to this brave class of employees, the Florida Legislature has added certain workers’ compensation benefits to the law which are available to first responders in qualifying situations.

Senate Bill 376 was recently signed into law by Governor Rick Scott and, as of October 1, 2018, subsection (5) will be added to section 112.1815, Florida Statutes, to address PTSD conditions suffered by first responders.

In sum, medical and indemnity benefits are available for first responders diagnosed with post-traumatic stress disorder (PTSD) following involvement in certain tragic events in the line of duty. Until now, a first responder experiencing PTSD following a work-related event could only recover medical benefits associated with the mental injury under section 112.1815, Florida Statutes. An accompanying physical injury could provide entitlement to indemnity benefits as well, but with limitations. Now, as of 10/1/18, first responders may recover both medical and indemnity benefits for the sole diagnosis of PTSD without the need for an accompanying physical injury, if a few requirements written into the law are met.
21. **Oversee and coordinate all relevant services performed by the insurance companies/underwriters or any service agencies arranged for insurance program related issues and concerns.**

Agree. Taking advantage of specially-focused insuring partner resources is of great advantage to control the Cost of Risk. Specifically, we are knowledgeable with coordination of resources in a program structure currently purchased by the City.

One of the advantages of the City's current program is that there are many resources available. A few resources that may be available for these policies includes:

- Crisis Management - This is an exposure area that necessitates further discussion and can include Public Relations Officers, Incident Response Team, and Psychological Counseling (NOT CURRENTLY INCLUDED IN PROGRAM).
- TEAM Platform
  - Online resources including training courses
  - Model procedures documents
  - Communication pieces and reports
- Loss Control Funding
- HR and other Helplines
- Driver and other Training
- Streaming safety Videos
- Loss analysis
- Hazard Assessments
- Membership to Oklahoma Safety Council
- Safety Newsletters

22. **Perform administrative and clerical services relative to account management, including but not limited to issuance of certificates of insurance, verification of the accuracy of bills, audits and all premium adjustments.**

Agree, this is included in our standard service offering. An Account Manager and an Account Assistant is assigned to each client. They perform the day to day service needs including issuance of certificates of insurance, ordering and processing endorsements and verifying policy, endorsement and audit billing accuracy. Additionally, each office has an accounting leader who is governed by a regional accounting manager. Brown & Brown is publicly traded and our accounting/financial rules are highly regulated.
23. All payments from the City will be made to "one" selected entity (Responder) not an affiliated entity of the Responder. It will be the assigned Responder's responsibility to distribute all premiums/payments to carriers and any other obligated party directly. Responder shall consolidate all invoicing to the City to reflect their name only. Any other entity such as wholesalers, other retailers, other affiliated entities, reinsurers, direct writers, and/or international brokers shall NOT be recognized or approved for payment. The Responder shall be responsible for providing payment to the carriers, wholesale brokers and other entities it utilizes to place coverage.

Agree, this is included in our standard service offering. This is typical within our agency. Payments are collected by Brown and Brown, Jacksonville and then dispersed to each of the participating companies within their required timelines. Recently we initiated a new method of payment to the agency making it convenience for our clients to pay by eCheck, credit card or wire transfer, should they so choose. Regardless of the method of payment, all distributions will be made to the appropriate parties from the Jacksonville Brown & Brown office.

24. Qualify the City's self-insured claims administrators with the appropriate excess carriers to handle claims.

Agree. We are experienced and have over 20 current governmental clients within our offices who self-administer claims for whom we've placed excess insurance.

25. Assign an Account Manager to the City with government entity experience who shall be responsible for communication with the City and who, along with any other team members assigned, must be available on a daily basis to the City for advice and consultation on insurance program related issues and concerns. Any changes in personnel must be submitted in writing and approved by the City.

Agree. Lori Duvall would be assigned as the Account Manager available during business hours for daily policy management functions. Brenda Lewis-Lipscomb would be assigned as Principal Account Executive and is available 24/7.
26. Act as a liaison for the City with the carriers to resolve claims and, in the event of a significant claim, assign a claims specialist to assist the City in the claims management process at no additional cost to the City.

Agree. We believe the assigned team is well versed in the exposures and terms and conditions of the policies, and therefore are best to manage claims. The Account Executives involved team up to provide the broadest perspective to tackle any claims issue or claims management process. Lori Duvall oversees the claims process for our Jacksonville office. She, along with her assistant would be assigned to the City of Jacksonville as a claim specialist who will report and monitor claim activity, develop reports and keep everyone abreast of potential issues. Brenda Lewis-Lipscomb, Primary Account Executive will act as the liaison for the City with the insurance carriers.

27. Participate in claims review meetings to ensure effective claims management and reporting to excess carrier.

Agree. We currently attend claims review meetings with many of our clients and have provided liaison to both in-house and contracted TPA's to be certain excess reporting provisions are clear.

28. Assist the City, when requested, with questions on coverage application to specific claims and claim disputes.

Agree. As previously discussed, we will be the City’s Claim advocate. We will clearly outline the applicable coverage sections of the policy that apply to certain scenarios and for the purpose of settling claim disputes.

29. Participate in regular Claims Audits when requested by the Risk Management Division.

Agree. Lori Duvall oversees the claims process for our Jacksonville office. She, along with her assistant would be assigned to the City of Jacksonville and will participate is regular Claims Audits as requested. Brenda Lewis-Lipscomb, Primary Account Executive will also be available for claim audits.

30. Review the City's loss runs and miscellaneous carriers' loss runs; provide copies of loss runs to the City; provide a report to the City of any claim trends and solutions to mitigate cost; provide updated cumulative loss data on a semi-annual basis.

Agree. We would work with the City and their current RMIS system to assist in developing reports to identify loss trends and appropriate loss control strategies. We will also assist in communicating these trends and the need for loss control strategies internally. This is a top priority in reducing the Total Cost of Risk!
31. Develop, with the City’s assistance and involvement, loss control programs and strategies, including educational training, seminars, research and analysis of loss trends, and develop communication materials with the City’s Safety team.

Agree. We will provide services offered by our Brown & Brown subsidiary, Public Risk Underwriters. Christopher Kittleson is the Director of Loss Control Technical Services and has focused for over 8 years on improving risk exposure for Florida’s public entities. With over 25 years' experience in the Safety and Risk Management field, Mr. Kittleson can coordinate services with the City’s Safety team.

Brown & Brown's Solutions Center is also included with our services. The Risk Management Center is a unique, web-based compliance package which includes tools that will assist the City in their risk management efforts.

32. Assist, coordinate and facilitate the implementation of loss control recommendations between the insurer and the City.

Agree, this is included in our standard service offering.

33. Provide a list of all internal or external staff that would be providing services in support of the Responder’s efforts.

Internal Staff
Joshua Becksmith, Executive Vice President – Jacksonville Brown & Brown
Matthew Montgomery, Executive Vice President – PRIA – Daytona/Brown & Brown
Brenda Lewis-Lipscomb, Vice President – Jacksonville Brown & Brown
Michelle Martin, Vice President – PRIA – Daytona/Brown & Brown
Lori Duvall, Commercial Account Manager – Jacksonville Brown & Brown
Rachel Crowe, Commercial Account Assistant – Jacksonville Brown & Brown
Christopher Kittleson - Director of Loss Control Technical Services - Public Risk Underwriters
Kellie Yost, Accounting Leader – Jacksonville Brown & Brown
Robin Faircloth, Director of Operations – PRIA – Daytona/Brown & Brown

External Staff
Deborah Jewett, Consultant – ReEx Insurance Brokers
34. Provide the City, a full accounting and transparent disclosure of all income earned by the Responder or other affiliates (including wholesalers and intermediaries) on a policy renewal basis and on an annual basis; contingent commissions are prohibited. If additional commissions are received above the GTACP, then the Service Broker shall use those commissions to either provide the City a credit on the account or provide the City additional services (e.g. actuarial studies).

Agree. We will be completely transparent and provide full accounting with regard to all premium and commissions to the City.

35. Provide pre-event or post-event assistance and recommendations to crisis management.

Agree. We may negotiate coverage/resources into one of the City’s policies as well as the loss control services previously discussed.

36. Provide recommendations to reduce the City’s total cost of risk (TCOR).

As stated above, the largest financial exposure is self-insured claims. How we shall address this has been outlined in detail in a previous section. The Brown & Brown team will provide a combination of coverage design, claim management and loss control services to reduce the City’s total cost of risk.

37. Provide expertise and insights on construction-related contracts and coverages.

Agree. This is typical risk management consulting with our current clients. Our clients include contractors (Reynolds, Smith & Hill – see reference section) as well as clients undergoing large expansion projects. Examples of some of our client’s current projects and our levels of participating are below:

- Current Client undergoing $76 million expansion project in Jacksonville. Preconstruction review with client regarding placement and logistics of project as well as loss control concerns and recommendations during the project. Assist with contract insurance requirements between client, attorneys and general contractor. Placement of builders risk coverage. Review and comment on certificates of insurance provided by GC and Subcontractors. This project requires meetings, conference calls, liaising with several departments and periodic site inspection.

- Assisting in verification of CCIP program with national contractor’s risk management department on behalf of a large school district in Florida for a $100 million high school project. The project requires conference calls, liaising with several departments within the District, and approving final documentation.
Form 1 - Price Sheet

NAME OF RESPONDENT  Brown & Brown of Florida, Inc.

Proposal Number  P-43-18

SCHEDULE OF PROPOSED PRICES/RATES

INSTRUCTIONS:

1. Please submit a proposed Grand Total Average Commission Percentage (%) GTACP. Responders shall include all anticipated compensation to all parties, service broker, wholesalers and/or intermediaries, sub-contractors, etc. All GTACP of all parties, service broker, wholesalers and/or intermediaries, shall be disclosed as a part of all response/proposals. The Service Broker submitting the lowest GTACP will receive all points available. Fee agreements are not acceptable. Based on current premiums provided in RFP, our GTACP is 9%.

2. Provide a breakdown of GTACP for all parties, intermediaries, sub-contractors etc. totaling the GTACP shown in item 1.

GTACP was derived as follows:

- Excess Casualty & Workers' Compensation - 9%
- Powerlines/Easements Liability - 20%
- Riverwalk Primary Liability - 5.8%
- Riverwalk Excess Liability - 5.8%
- Rails & Trails Liability - 20%
- Voting Precincts Liability - 20%

I certify that the information in this form is true and accurate.

Failure to sign this form shall result in disqualification of this proposal.

Responser's Signature
Title  Executive Vice President
Date  8/31/2018

EXHIBIT 'B'
September 27, 2018

TO: Greg Pease, Chief of Procurement Division

VIA: Kenneth E. Lathrop, Chief of Information Technologies / CIO

FROM: Thomas Ossi, Technology Contract and Records Manager, ITD

SUBJECT: P-52-15 PP#1 Tax Collector and Distribution System Annual Software Maintenance for Office of Tax Collector – Extension Request

The City awarded P-50-04 on November 15, 2004. COJ entered into city contract No. 8794 on February 1, 2005 for the purchase of software and support services for the Manatron Tax Manager System in accordance with the master agreement for licensed software, hardware and services between Manatron, Inc. and City of Jacksonville. The first addendum to the master agreement was for a five year term effective October 1, 2010 through September 30, 2015.

The second addendum to the master agreement was for three (3) fiscal years, commencing on October 1, 2015 and expiring on September 30, 2018.

This request is to extend the current agreement for a thirty (30) day period for continuation of vendor technical support services while we complete the third addendum to be retroactive effective October 1, 2018.

The approved funding source is AFIT531CSCS - 04662.

Your favorable consideration of this request is appreciated.

Attachment: Vendor Contract # 2004.005.01
Second Amendment to Master Agreement
Third Amendment to Master Agreement

CC: Kevin Rock, Director of Administrative Services, Tax Collector’s Office
September 27, 2018

To Whom It May Concern:

Manatron, Inc. – a Thomson Reuters Business (hereinafter “Thomson Reuters”) is the sole owner and vendor for the TRTA Gov MVP Tax Manager Software and related modules in use by the City of Jacksonville & Duval County Tax Collector’s Office.

Thomson Reuters mutually agrees with the City of Jacksonville, FL / Duval County Tax Collector to extend the existing contract until October 31st if the automatic renewal provisions in the existing agreement do not already satisfy your need.

We thank you for your support and are glad that our products and services are of use to you. If you need any further information or have any questions, please do not hesitate to contact me.

Sincerely,

Matthew Henry
Lead Contract Administrator
Thomson Reuters
Office 269-388-2633
Mobile 269.845.8173
Matt.Henry@ThomsonReuters.com

Accepted: City of Jacksonville, FL / Duval County Tax Collector

By
Title
Date
This Second Addendum ("Second Addendum") is entered into by and between Manatron, Inc. – A Thomson Reuters Business with its principal place of business at 510 E. Milham Ave. Portage, MI 49002, hereinafter referred to as "Thomson Reuters Tax & Accounting, Government" or "TRTA Gov" and the City of Jacksonville, FL hereinafter referred to as "Client" is hereby entered into effective as of October 1, 2015.

Recitals

WHEREAS, TRTA Gov and Client entered into that certain Master Agreement for Licensed Software, Hardware and Services effective as of February 1, 2005, as amended by that certain First Addendum effective as of October 1, 2010 (the "Master Agreement"); and

WHEREAS, Client is a governmental body that provides funding for software from TRTA Gov which allows the Duval County Tax Collector to bill and collect ad valorem taxation in accordance with the laws of Florida; and

WHEREAS, TRTA Gov is a computer software developer and hardware reseller experienced in the installation and implementation of taxation billing and collection systems, consisting of both hardware and software, for automating the functions of county tax collector offices within the State of Florida; and

WHEREAS, previously TRTA Gov has designed and installed a tax billing and collection system for use by Client in Duval County, Florida under the terms of the Master Agreement; and

WHEREAS, pursuant to that the Master Agreement, TRTA Gov has continued to provide Client with maintenance and support services; and

WHEREAS, Client has requested that the term of the Master Agreement be extended so that TRTA Gov will continue to provide Client with maintenance services and TRTA Gov is agreeable to doing so;

WHEREAS, Client's Professional Services Evaluation Committee has approved the award to TRTA Gov of an extension of the period of service under the Master Agreement;

NOW THEREFORE In consideration of these recitals and the mutual promises and agreements hereinafter set forth, the Parties agree as follows:

Terms and Definitions of Master Agreement Adopted

All terms, conditions, requirements, and time periods specified in the Master Agreement are hereby adopted, ratified, and incorporated herein and shall continue to govern the conduct and obligations of the parties, except only to the extent the same may be expressly altered or changed by this Second Addendum. In the event of a conflict between any of the express terms and conditions of this Second Addendum and those contained in the Master Agreement, then this Second Addendum shall control. All defined terms in the Master Agreement shall have their same meanings in this Second Addendum unless expressly provided for to the contrary herein, the changes, additions, and modifications to the Master Agreement made by this Second Addendum shall all become applicable to the parties as of the effective date First set forth above.

Services to be Provided

City of Jacksonville, Addendum 2 #: FL2004.005.01-Add2
TRTA Gov shall provide to Client the software support, training, and ongoing continuous development services necessary to maintain Client's tax billing and collection system, and its components and operational support system ("Maintenance Services"). The specific nature of Maintenance Services shall be governed by the terms of the Master Agreement, as extended pursuant to this Second Addendum.

Term of Performance
The term of the Master Agreement shall be extended for an additional period of three (3) years, commencing on October 1, 2015 and expiring on September 30, 2018, except only as may be earlier terminated in accordance with the terms and conditions of the Master Agreement.

Allowable Charges
Maximum Indebtedness of Client

The maximum Indebtedness of Client for all fees, reimbursable items and other costs during the term of the Master Agreement shall be increased by $888,637.41 to a new maximum total Indebtedness of $4,597,824.59; provided, however, that Client's maximum indebtedness for the following fiscal years of the Master Agreement shall be as follows:

October 1, 2015 thru September 30, 2016 - $287,491.88
October 1, 2016 thru September 30, 2017 - $294,679.18
October 1, 2017 thru September 30, 2018 - $306,466.35

Any change in the maximum indebtedness of Client must be in the form of a written amendment executed by the authorized representatives of each of the parties hereto.

Client's obligations under the Master Agreement and this Second Addendum are contingent upon the availability of lawfully appropriated funds.

Invoicing and Payment Terms
The fee for Maintenance Services pursuant to this Second Addendum shall be due and payable in one (1) annual installment.

Miscellaneous
The parties and their respective counsel have freely negotiated this Second Addendum. No presumption should therefore be made concerning which party drafted the Second Addendum. This Second Addendum shall be fairly interpreted in accordance with its terms and without any strict construction in favor of or against either party.

This Second Addendum may only be altered in writing signed by both parties. This Second Addendum contains the entire understanding of the parties and supersedes all prior negotiations or representations, either written or oral, except for all those provisions of the Master Agreement that have been incorporated herein.
IN WITNESS WHEREOF, the parties have caused their authorized representatives to execute this Second Addendum in form sufficient to fully bind them effective as of the date first set forth above.

Manatron, Inc.

By:  

Printed Name: Brian A. Wilson  
Title: Vice President, Finance  
Date: 9/28/2015

ATTEST:

James R. McCain  
Corporation Secretary

CITY OF JACKSONVILLE, a municipal corporation and a political subdivision of the State of Florida

By:  

Mayor

Form Approved:

By:  

Office of General Counsel

Sam E. Mousa  
Chief Administrative Officer  
For: Mayor Lenny Curry  
Under Authority of:  
Executive Order No. 2015-05
Encumbrance and funding information for internal City use:

Payment(s) by various subsequently issued Purchase Orders

Account Summary: 0P1753105 - 04662

Amendment Increase: $888,637.41

Total Contract Amount: $4,591,824.59

This above stated amount is the maximum fixed monetary amount of the foregoing contract. It shall not be encumbered by the foregoing contract. It shall be encumbered by one (1) or more subsequently issued Purchase Order(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such Purchase Order(s) are issued.

In accordance with Section 24.103(e), of the Ordinance Code of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract. Actual encumbrance[s] shall be made by subsequent purchase order(s), as specified in said Contract.

Director of Finance
City Contract # 8794

Contract Encumbrance Data Sheet follows immediately.
INVOICE

THOMSON REUTERS™

PLEASE REMIT PAYMENT TO:

MANATRON, INC.
PO BOX 71275
CHICAGO, IL 60694-1275
Toll Free 1.866.471.2900

BILL TO:

JACKSONVILLE CITY TAX COLLECTOR
231 EAST FORSYTH STREET

ATTN: DEB DORAN
JACKSONVILLE FL 32202

SHIP TO:

JACKSONVILLE CITY TAX COLLECTOR
231 EAST FORSYTH STREET

JACKSONVILLE FL 32202

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FOR THE PERIOD OF 10/01/2016-09/30/2017

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Please note Invoice and account number on your check to ensure accurate payment application. THANK YOU!
### Maintenance and Support Schedule

**ACCT#** 901510  
**JACKSONVILLE CITY TAX COLLECTOR**  
231 EAST FORSYTH STREET  
**ATTN:** DEB DORAN  
JACKSONVILLE FL 32202

**THIS IS NOT AN INVOICE!**

#### OCT-SEPT

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Subtotal $294,679.18  
Tax $0.00  
Total $294,679.18
## Purchase Order

City of Jacksonville  
214 N Hogan St  
Jacksonville, FL 32202

**Vendor Number**: 00003168  
Manalron, Inc.  
P.O. Box 2348  
510 East Millaire Avenue  
Portage, MI 48081-2348

**PO Date**: 11/03/2017  
Buyer: King, Lisa  
Phone #: (904) 255-8820  
**FOB**: FOB, Destination  
**Terms**: Net 30

**Purchase Order Number**: PO8A02029  
**Proprietary Purchase Order**

**Finance and Administration**  
**Accounts Payable**  
117 W. Duval Street, Suite 375  
Katie Newsome, Accounts Payable Supervisor  
Jacksonville, FL 32202

Contact Tom Ossl (P. Freeman) at (904) 255-8080

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### Department  
Finance and Administration  
Information Technologies Division  
Ed Ball Bldg 9th floor  
214 N hogan Street  
Jacksonville, FL 32202

### Supplier Information  
Manalron, Inc.  
P.O. Box 2348  
510 East Millaire Avenue  
Portage, MI 48081-2348

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### Item Description Table

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Annual Maintenance and support for MVP Tax Software  
Period of Coverage 10/1/2017-9/30/2018  
Software Support List: Manalron Tax Manager Support (MVP TAX MGR-S), Manalron Special Assessments Support (MVP SPEC-S), Manalron Business Receipt Tax Support (MVP OCP-S), Manalron Tourist Development Support (MVP TDS-S), Data Admin Services for Tax Manager (DATA ADMIN 311-S), CollectMax Software Support (COLLECTMAX-S), Webhosting for collectmax (WEB HOST COLLECT-S), and Quick clear support (DATA ADMIN 311-S) | 1.00 | EA | $306.468 35 | $306.468 35 |
| 2     | PLEASE ADD PURCHASE ORDER NUMBER ON ALL INVOICES | 0.00 | D | $0.00 | $0.00 |

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**All packing slips, invoices, and correspondence must reference this number.**
City of Jacksonville
214 N Hogan St
Jacksonville, FL 32202

Vendor Number: 00003188
Manatino, Inc.
P.O. Box 2348
510 East Milham Avenue
Portage, MI 49061-2348

PO Date: 11/03/2017
Buyer: King, Lisa
Phone #: (904) 255-8820
FOB: F.O.B., Destination
Terms: Net 30

Purchase Order Number: PO8A02028
Proprietary Purchase Order

Department: AF - Finance and Administration
Bid Number: RE0221263
Requisition Number: As Required

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<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total</th>
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Subtotal: $306,466.35
Freight: $0.00
Discount: $0.00
TOTAL: $306,466.35

Approved By Gregory Pease, Chief
Procurement Division

This order is subject to the general conditions attached hereto.
Manufacturer’s Federal Excise Tax Exempt No. 65-89-0120X
Florida State Sales and Use Tax Exemption No. 85-8612521907C-8
GENERAL CONDITIONS

1. RESERVATIONS: The City of Jacksonville, Florida reserves the right to reject any and all bids or any part thereof, and/or vary information in such action is deemed to be in the best interest of the City of Jacksonville. The City reserves the right to cancel any contract. If, in the opinion of the City, there will be a failure at any time to perform adequately the stipulations of this Invitation to bid, and the general conditions and specifications which are attached and made a part of the bid, or in any case of any attempt to do either of the above, the City reserves the right to reject the bid of any bidder who has previously failed to perform adequately. A bid once having been awarded a prior bid for furnishing materials similar to those materials mentioned in this bid. Should the contractor fail to conform with the conditions of this summons or fail to complete the required work or furnish the required materials, within the time stipulated in the contract, the City reserves the right to purchase the same. Should the contract be canceled for any reason, the contractor by reason of provisions of the faith performance bond if such bond was required under the conditions of this bid. Should the contractor fail to furnish all material or items, or to complete the required work included in this contract, the City reserves the right to withdraw such items or required work from the operation of this contract without further action.

2. SHOULD ANY BIDDER HAVE ANY QUESTIONS AS TO THE INTENT OR MEANING OF ANY PART OF THIS INVITATION TO BID, THEY SHOULD CONTACT THE PROCUREMENT DIVISION IN TIME TO RECEIVE A WRITTEN Reply BEFORE SUBMITTING ITS BID.

3. ALL ITEMS furnished must be completely new, and free from defects unless specified otherwise. No alteration will be accepted under the term and condition of this contract.

4. "Alike QUALIFICATION: Even though a particular manufacturer's name is specified, bids will be considered on other brands or on the products of other manufacturers. All specifications are written in terms of a product's performance. The bidder will indicate the manufacturer's brand, model number, or manufacturer's specification. All specifications shall be submitted in accordance with the requirements of the writing in the paragraphs SAMPLES. Cutting rates and included descriptive data will be attached to the original copy of the bid where applicable. Failure to submit the above information may be sufficient reason for rejection of the bid.

5. DEVOTIONS TO SPECIFICATIONS: In addition to the requirements of paragraph five, all deviations from the specification must be noted in detail by the bidder, in writing, at the time of the submission of the formal bid. The absence of a written list of specification deviations at the time of submission of the bid will hold the bidder strictly accountable to the City in the specification as written. Any deviation from the specification as written not previously submitted will be held to be a material and significant change.

6. DATA REQUIRED TO BE SUBMITTED PERTAINING TO THIS INVITATION TO BID:

a. Whenever the specification indicates a product or a particular manufacturer or stock brand or identical or inherent as a statement to the contrary by the bidder, the bid will be interpreted as for the exact brand, model, or a manufacturer specified, together with all accessories, cables, supplies, compositions, etc. enumerated and specified on the bid.

b. If no particular brand, model, or size is specified, and if no bid was received for the exact brand, model, and size, the City reserves the right to purchase the same. Should the contractor fail to furnish all material or items, or to complete the required work included in this contract, the City reserves the right to withdraw such items or required work from the operation of this contract without further action.

7. SAMPLES: The samples submitted by bidders on items on which an award may be made by the City and which delivery of the specified items is included and accepted. In the event of the samples are unacceptable, the bidder's bid will be rejected as the only brand, model, or a manufacturer specified, together with all accessories, cables, supplies, compositions, etc. enumerated and specified on the bid. The absence of a written list of specification deviations at the time of submission of the bid will hold the bidder strictly accountable to the City in the specification as written. Any deviation from the specification as written not previously submitted will be held to be a material and significant change.

8. BIDERS: The samples submitted by bidders on items on which an award may be made by the City and which delivery of the specified items is included and accepted. In the event of the samples are unacceptable, the bidder's bid will be rejected. Should the contractor fail to furnish all material or items, or to complete the required work included in this contract, the City reserves the right to withdraw such items or required work from the operation of this contract without further action.