



**INTER-OFFICE MEMORANDUM**

December 30, 2020

**SUBJECT: JEA ANNUAL PROCUREMENT AND JSEB REPORT**

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**FROM:** Alan McElroy, Interim Chief of Supply Chain

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**TO:** The Honorable Lenny Curry, Mayor, the Honorable Tommy Hazouri, President,  
Jacksonville City Council, and Honorable Jacksonville City Council Members

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Section 21.09(b)(7), Article 21 (JEA), of the Charter of the City of Jacksonville; *Biennial review; annual report*, as amended by Ordinance 2020-419-E, provides as follows:

JEA shall prepare and deliver a written report to the council and mayor on or before December 31st of each fiscal year summarizing the procurement contract awards for the immediately prior fiscal year. Such written report shall contain at a minimum the following information:

- (i) The number of contract awards for the reporting fiscal year;
- (ii) A detailed listing of all contract awards categorized by service type (e.g., construction, professional, supplies, professional design services), award type (e.g., single source, emergency, request for proposal, invitation to negotiate, piggyback, etc.) and a brief description of each contract award containing the contractor name, contract amount and procurement method used;
- (iii) The number of JSEB contract awards categorized by service type (e.g., construction, engineering, supplies, professional), award type (e.g., single source, emergency, request for proposal, invitation to negotiate, piggyback, etc.), and a brief description of each contract award containing the JSEB contractor name, contract amount and procurement method used;
- (iv) The number of bid protests for the reporting fiscal year and the outcome of each protest (i.e., whether JEA prevailed); and
- (v) The annual survey results pursuant to the survey requirement in subsection (b) above.

Enclosed is the FY20 report (October 1, 2019 - September 30, 2020), which includes all of the required information in two documents:

1. FY20 JEA Procurement Report (includes information required in (i), (ii), (iv) and (v))
2. \*FY20 JEA JSEB Report (includes information required in (iii))

\*This document also covers additional information tracked annually to show the overall FY20 JSEB spend of \$18,900,029, Top 10 JSEB Vendors by Spend, Top 10 Non-JSEB SBE Vendors by Spend, JSEB Spend by SBE & Vendor Type, Non-JSEB Spend by SBE and Outreach.

Please note, this year's survey results was a small sampling of key suppliers done by an outside consultant as part of a larger Procurement Process Improvement Study. Due to the timing of the JEA Charter approval by Council and the December 31 deadline, we request the small sampling fulfill the survey requirement for FY20. Going forward, a larger subset of current, interested and potential vendors will be targeted and included in the results.

JEA will post both documents in a conspicuous manner on the JEA website on or before December 31, 2020 under the following Procurement link <https://www.jea.com/procurement/>.

If there are any questions, please contact Jenny McCollum, Director of Procurement at [gleejs@jea.com](mailto:gleejs@jea.com).

cc: Jay Stowe, JEA Managing Director/CEO  
Kim Taylor, City Council Auditor