



**INTER-OFFICE MEMORANDUM**

November 7, 2023

**SUBJECT:   FY23 JEA PROCUREMENT AND JSEB CONTRACTS AWARDED REPORT**

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**FROM:**     Alan McElroy, Vice President, Supply Chain & Operations Support

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**TO:**         The Honorable Donna Deegan, Mayor, the Honorable Ronald B. Salem, 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 FY23 report (October 1, 2022 - September 30, 2023) labelled **FY23 JEA Procurement and JSEB Contracts Awarded Report**.

JEA will post the document in a conspicuous manner on the JEA website on or before December 31, 2023 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