SUBJECT: STAGE AND CONCERT PRODUCTION SERVICES FOR THE JACKSONVILLE JAZZ FESTIVAL

BID #: SC-0120-17 **OPEN DATE: 2017-04-19**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: BY ITEM OR TOTAL OF ALL ITEMS TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award by $101,942.08 and extend the contract period for six (6) days with Presentation Resource, Inc. dba PRI Productions to provide stage and concert production services for the Jacksonville Jazz Festival. Period of service will be extended until October 6, 2021. Revised total requested expenditure not-to-exceed $250,000.00, with a revised total award expenditure not-to-exceed $784,592.00.

Funding Source: 00113.133101.549040/544020: Multiple Activities
10302.133101.549006.000000.00000000.00000.0000000
To be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Quote, Previous Award

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Division

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Daryl T. Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7907
www.coj.net

ONE CITY. ONE JACKSONVILLE.

August 24, 2021

TO: Greg Pease, Chief
Procurement Division

FROM: Daryl T. Joseph, Director
Parks, Recreation and Community Services Department

Subject: FY21 2021 Jacksonville Jazz Festival Stages & Production Services- SC-0120-17/POA-7A06790 Amendment Request

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The Department of Parks, Recreation and Community Services, Division of Sports and Entertainment requests the Procurement Division grant an award amendment to SC-0120-17/POA-7A06790 for The Jacksonville Jazz Festival Stage and Production Services provided by Presentation Resource, Inc. (PRI Production). Period of service extension requested from the date of the award through October 6, 2021, to fulfill the needs during the festival held in Downtown Jacksonville September 29, 2021, through October 3, 2021. Agency is requesting an increase in expenses under the award due to additional items needed for production requirements by contractual obligations with Artists and Performers participating in the 2021 Jacksonville Jazz Festival.

Annual escalated expenditures are not expected to exceed $250,000.00 with expenses to be procured with Purchase Orders through Purchase Order Releases from POA-7A06790.

FUNDING SOURCE: **00113.133101.549040/544020: Multiple Activities**
10302.133101.549006.000000.00000000.00000.0000000

Attachments: FY21 Award Renewal

JMK

CC: Rene'e Harriman, Parks, Recreation and Community Services Department
Jennifer Malice Kelly, Sports & Entertainment

Ola, Ruben

From: Malice-Kelly, Jennifer
Sent: Monday, August 30, 2021 11:12 AM
To: Ola, Ruben
Subject: RE: Requisition PRSP-501189-21 FY21 Jazz Festival Stage and Production SC-0120-17/ POA-7A06790 Amendment Request

Yes total Annual $250,000 making it a $101,942.08 increase which would increase the total award with a revised total award expenditure not-to-exceed $784,592.00.

This does not need to go to OGC so only processed by Purchase Order Releases please.

Thank You,

Jennifer Malice Kelly
Accounting Manager
City of Jacksonville | Sports & Entertainment
214 North Hogan Street, 4th Floor
Jacksonville, FL 32202
904.255.5426 (o) | 904.300.4865 (c)
JMalice@coj.net

From: Ola, Ruben <RubenO@coj.net>
Sent: Monday, August 30, 2021 10:43 AM
To: Malice-Kelly, Jennifer <JMalice@coj.net>
Subject: RE: Requisition PRSP-501189-21 FY21 Jazz Festival Stage and Production SC-0120-17/ POA-7A06790 Amendment Request

Previous award Total annual expenditure not-to-exceed $148,057.92, with a revised total award expenditure not-to-exceed $682,649.92.

So, the revised requested expenditure now is $250,000, with a revised total award expenditure not-to-exceed from $682,649.92 to $932,649.92?

Is this going to OGC as well. So I can put, to be executed by formal contract amendment through Office of General Counsel and processed by purchase order?

Please clarify.

Thanks,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

One City. One Jacksonville.

From: Malice-Kelly, Jennifer <JMalice@coj.net>
Sent: Monday, August 30, 2021 8:36 AM
To: Ola, Ruben <RubenO@coj.net>
Subject: RE: Requisition PRSP-501189-21 FY21 Jazz Festival Stage and Production SC-0120-17/ POA-7A06790 Amendment Request

I have attached the quotes from the supplier that lists the dates of service for the increases. This award has the ability to add or remove items as listed in he Bid specs. The contacts with artists are still in the works and often times result in last minute changes to the production needs. The increased amount is to cover any of those changes or additional items to avoid any improper purchases as well as delays with the black out dates approaching.

Let me know if this works to proceed.
Thank You,

Jennifer Malice Kelly
Accounting Manager
City of Jacksonville | Sports & Entertainment
214 North Hogan Street, 4th Floor
Jacksonville, FL 32202
904.255.5426 (o) | 904.300.4865 (c)
JMalice@coj.net

JACKSONVILLE JAZZ FESTIVAL 2021

FLORIDA GEORGIA JACKSONVILLE

From: Ola, Ruben RubenO@coj.net
Sent: Friday, August 27, 2021 2:37 PM
To: Malice-Kelly, Jennifer JMalice@coj.net

Subject: Requisition PRSP-501189-21 FY21 Jazz Festival Stage and Production SC-0120-17/ POA-7A06790 Amendment Request

Hi Jen,

In reference for the above requisition for submission to GGAC, do you have letter from the vendor agreeing for contract extension and the additional fund for the contract extension is $30,000?

Thanks,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

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City of Jacksonville
Sports and Entertainment

Purchase Request Form

Submit Completed Form with Documentation and Signatures in Section 10 to Accounting Manager

1 PRI Productions
SUPPLIER NAME

2 $ 121,000.00
AMOUNT REQUESTED/ESTIMATE

3 [X] Purchase Order [ ] Check (Mailed) [ ] Check (On Site) [ ] P-Card [ ] Internal Service [ ] Other:
PAYMENT METHOD

4 Stage Sound Lighting Production Equipment
REQUESTED PURCHASE ITEMS

5 Jacksonville Jazz Fest
EVENT NAME

September 29 - October 3, 2021
EVENT DATE

6 PRI Productions supplies the stages, sound, lighting for festival performances
JUSTIFICATION

PAYEE INFORMATION

7 PRI Productions
SUPPLIER NAME

priproductions.com
SUPPLIER WEBSITE

1819 Kings Ave
STREET

APARTMENT/SUITE

Jacksonville
CITY

FL
STATE

32207
ZIP

Steve Flatt
CONTACT NAME

904-398-8179
TELEPHONE

sflatt@priproductions.com
EMAIL

PURCHASE INFORMATION

8 List any special instructions or information regarding your order not listed on the business quote, e.g. - quantity, color, size, etc.

SC-0120-17
Stage & Concert agreement

DOCUMENTATION

9 Attach official itemized quotes, contracts or other documentation for the requested purchase

AUTHORIZATION

10 By signing, I indicate that the above information is true and correct to the best of my knowledge and understand that requests are not approved until a PO, contract or other authorized procurement method is approved; available budget does not indicate approval for particular expenditures; all expenditures are subject to Chief and Procurement approval.

REQUESTOR SIGNATURE — DATE 8/5/21

Jordan Brawer
REQUESTOR PRINTED NAME — DATE 8/5/2021

SUPERVISOR SIGNATURE (If Required) — DATE 8/9/21

Teneese K. Williams
SUPERVISOR PRINTED NAME (If Required) — DATE

OFFICE USE

APPROVE [X] DISSAPPROVE [ ]
ACCOUNTING MANAGER — DATE 8/10/21

APPROVE [X] DISSAPPROVE [ ]
Director, Parks Recreation and Community Services — DATE 8-10-21

[ ] Artistic Award [ ] Bid [ ] Contract [ ] Sole Source
PROCUREMENT METHOD

Requisition: Fund(5)/Center(6): SPET PRSE ✓ Misc
Account(6): TRUST Activity(8): JJF FY: 21 Date entered:
1Cloud: 10302.133101.549006

NOTES:
C/O to Current PO 609750-20
hold $12,000 from
TRUST.
POA 7A07180
MHX $14,592.00

PRI Productions
1819 Kings Ave
Jacksonville, FL 32207
Ph: 904.398.8179
Fax: 904.398.1569
priproductions.com

Job# 39261

JOB CONTRACT

INVOICE TO:	DELIVERY ADDRESS:	
City of Jacksonville - Special Events 117 West Duval Street, Suite 280 Jacksonville, 32202 **Contact:** Krista Alford **Phone:** (904) 630-3690 **Email:** kalford@coj.net	Riverfront Plaza , , **Room:** **On-Site Contact:** **Phone:**	**Order Status:** Active **Sales Person:** Steve Flatt **Email:** sflatt@priproductions.com **Customer #9213** **Terms: In Advance**
Order Date 06/09/2021	**Delivery** 9/28/2021, 8:00 AM -	**Set** 9/28/2021, 8:00 AM -
Show , -	**End** 10/3/2021, 10:00 PM -	**Pickup** 10/4/2021, 8:00 AM -

JOB DESCRIPTION: Jacksonville Jazz Festival 2021 | Stage and Concert Production

1	Main Stage - Stage	1	$53,000.00	$53,000.00
1	Main Stage - Sound and Lights	1	$20,000.00	$20,000.00
1	Hemming Stage - Stage	1	$20,000.00	$20,000.00
1	Hemming Stage - Sound and Lights	1	$16,000.00	$16,000.00
1	Landing Stage Sound and Lights	1	$12,000.00	$12,000.00
		:		$121,000.00
		:		$121,000.00

Equipment Total:	$121,000.00
Sale Total:	$0.00
SUB TOTAL:	$121,000.00
GRAND TOTAL:	**$121,000.00**

Printed 8/3/2021 2:35 PM

City of Jacksonville
Sports and Entertainment

Purchase Request Form

Submit Completed Form with Documentation and Signatures in Section 10 to Accounting Manager

1 PRI Productions
SUPPLIER NAME

2 $ 11,700.00
AMOUNT REQUESTED/ESTIMATE

3 [X] Purchase Order [ ] Check (Mailed) [ ] Check (On Site) [ ] P-Card [ ] Internal Service [ ] Other:
PAYMENT METHOD

4 Production Equipment Additions
REQUESTED PURCHASE ITEMS

5 Jacksonville Jazz Fest
EVENT NAME

September 29 - October 3, 2021
EVENT DATE

6 Additional Production equipment needed for higher caliber artist performances
JUSTIFICATION

PAYEE INFORMATION

7 PRI Productions
SUPPLIER NAME

priproductions.com
SUPPLIER WEBSITE

1819 Kings Ave
STREET

APARTMENT SUITE

Jacksonville
CITY

FL
STATE

32207
ZIP

Steve Flatt
CONTACT NAME

904-398-8179
TELEPHONE

sflatt@priproductions.com
EMAIL

PURCHASE INFORMATION

8 List any special instructions or information regarding your order not listed on the business quote, e.g. - quantity, color, size, etc.

DOCUMENTATION

9 Attach official itemized quotes, contracts or other documentation for the requested purchase

AUTHORIZATION

10 By signing, I indicate that the above information is true and correct to the best of my knowledge and understand that requests are not approved until a PO, contract or other authorized procurement method is approved; available budget does not indicate approval for particular expenditures; all expenditures are subject to Chief and Procurement approval.

REQUESTOR SIGNATURE — DATE: 8-17-21
SUPERVISOR SIGNATURE (If Required) — DATE: 8/17/21

Jordan Brawer
REQUESTOR PRINTED NAME — DATE: 8-17-21
SUPERVISOR PRINTED NAME (If Required) — DATE: Brent Fine

OFFICE USE

APPROVE [X] DISSAPPROVE [ ]
J Malice Kelly
ACCOUNTING MANAGER — DATE: 08/18/2021

APPROVE [✓] DISSAPPROVE [ ]
Director, Parks Recreation and Community Services — DATE: 8/17/21

[ ] Artistic Award [ ] Bid [ ] Contract [✓] Sole Source
PROCUREMENT METHOD

NOTES:

Requisition: _____ Fund(5)/Center(6): SPET ____ PRSE X Misc ____
Account(6): Trust Activity(8): JJF FY: 21 Date entered: _____
1Cloud: 10302.133101.549006.

PRI Productions
1819 Kings Ave 1819 Kings Ave
Jacksonville, Florida 32207
Ph: (904) 398-8179
Fax: 904.398.1569
priproductions.com

Job# 39264

JOB CONTRACT

INVOICE TO:	DELIVERY ADDRESS:	
City of Jacksonville - Special Events 117 West Duval Street, Suite 280 Jacksonville, Florida 32202 **Contact:** Krista Alford **Phone:** (904) 630-3690 **Email:** kalford@coj.net	Riverfront Plaza , , **Room:** **On-Site Contact:** **Phone:**	**Order Status:** Quote Only **Sales Person:** Steve Flatt **Email:** sflatt@priproductions.com **Customer #9213** **Terms: In Advance**
Order Date 06/09/2021	**Delivery** 9/28/2021, 8:00 AM -	**Set** 9/28/2021, 8:00 AM -
Show , -	**End** 10/3/2021, 10:00 PM -	**Pickup** 10/4/2021, 8:00 AM -

JOB DESCRIPTION: Jacksonville Jazz Festival 2021 | Additions

BabyFace Additions

Audio

1	Digico SD10 Console Note: *With Waves SoundGrid Server One*	1	$2,500.00	$2,500.00
1	Digico SD Rack 56x40	1	$750.00	$750.00
1	Digico SD Mini Rack	1	$350.00	$350.00
1	Digico Digi-Grid	1	$250.00	$250.00
4	Hardwired IEM Systems	1	$75.00	$300.00
2	DPA d:facto 4018 VL Capsule	1	$100.00	$200.00
4	Meyer Sound 900LFC Sub	1	$250.00	$1,000.00
		Audio:		$5,350.00
		BabyFace Additions:		$5,350.00

Additional Equipment needs

Audio

8	Sennheiser G3 IEM	1	$175.00	$1,400.00

Additional Equipment needs

1	Yamaha PM5DRH Digital Mixer	1	$750.00	$750.00
2	Meyer Sound Lyon Fly Grid	1	$100.00	$200.00
10	Meyer Sound - Lyon-M - Speaker	1	$250.00	$2,500.00
6	Meyer Sound - 1100LFC - Subwoofer	1	$250.00	$1,500.00
		Audio:		$6,350.00
		Additional Equipment needs:		$6,350.00

Equipment Total:	$11,700.00
Sale Total:	$0.00
SUB TOTAL:	$11,700.00
GRAND TOTAL:	**$11,700.00**

SUBJECT: STAGE AND CONCERT PRODUCTION SERVICES FOR THE JACKSONVILLE JAZZ FESTIVAL

BID #: SC-0120-17

OPEN DATE: 2017-04-19

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: BY ITEM OR TOTAL OF ALL ITEMS TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from October 1, 2020 to date of award.

Recommend approval to utilize the fourth and final renewal option with Presentation Resource, Inc. dba PRI Productions, to provide stage and concert production services for the Jacksonville Jazz Festival for the Office of Special Events. Period of service will be from date of award through September 30, 2021. Request for a 1% increase escalation based on consumer price index. Total annual expenditure not-to-exceed $148,057.92, with a revised total award expenditure not-to-exceed $682,649.92.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Letter, Consumer Price Index, Previous Award

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 12/03/2020

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/4/20

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2010-02