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# City of Jacksonville, Florida

*Procurement Award Form (PAF)*

**Part 1 – Form Type:** JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Bob Hayes Invitational Track Meet

**Requested Action and Justification:**

Recommend approval of single source award to Bob Hayes Invitational Track Meet, Inc. for 2026 Bob Hayes Invitational Track Meet. Total expenditure not to exceed $184,875.00.

***To be processed by formal contract through the Office of General Counsel.

| | | | | | |
|---|---|---|---|---|---|
| **Supplier:** | Bob Hayes | **Basis of Award:** | N/A | **BID Opening Date:** | |

| | | | | | |
|---|---|---|---|---|---|
| **POA #:** | n/a | **PO #:** | TBD | **Change Order #:** | n/a |
| **Solicitation #:** | SS 17553 26 | **Contract #:** | TBD | **Contract ADM #:** | n/a |
| **Term:** | One Time Project | **Options:** | n/a | **Options Used:** | n/a |

| | | | |
|---|---|---|---|
| **Federally Funded:** | No | **JSEB Rec:** | N/A |
| **Licenses Verified:** | N/A | **JSEB %:** | N/A |
| **Bonds Required:** | No | **Bonds Waived Pursuant To:** | N/A |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Fund:** | 00113 | **Center:** | 133101 | **Acct:** | 582001 | **Proj:** | 000000 | **Activity:** | 00001339 | $ | 184,875.00 |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ | |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ | |

| | | | | | |
|---|---|---|---|---|---|
| **New NTE/GMP:** | $ 184,875.00 | **Contingent Amt:** | $ 0 | **DMP/ODPO Amt:** | $ 0 |

| | | | |
|---|---|---|---|
| **Using Agency/BU:** | SPET:SPORTS AND ENTERTAINMENT | | |
| **Concurrence:** | Signed by: Alstra, Alexander A122A06F5BBD491... | **Title:** | SPORTS AND ENTERTAINMENT OFFICER 2/23/2026 |
| **Concurrence:** | | **Title:** | |
| **Concurrence:** | | **Title:** | |
| **Concurrence:** | | **Title:** | |

| | | | |
|---|---|---|---|
| **Procurement Analyst/Buyer:** | Signed by: Barnett, Renata E5139E2DE61E477... | **Chief of Procurement:** | Signed by: 2/24/2026 |
| **Name:** | Barnett, Renata | **Name:** | Dustin L. Freeman B10F1D517352456... |

| **Part 2 – JPAC Action:** All award actions subject to lawfully appropriated funds. | | **Part 3 – Final Awarding Authority Action:** | |
|---|---|---|---|
| **Members who approve:** | | **Action:** | |
| **Members who disapprove:** | | **Signature:** | |
| **Date:** | | **Date:** | |

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# PAF Instructions
## Part 1 (using agency)

**Form Type:** This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

**Goods and/or Services:** Enter a brief description of the types of goods and services included in the request.

**Requested Action and Justification:** Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

**Supplier:** Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

**Basis of Award:** Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

**Bid Opening Date:** The date bids were unsealed by Procurement.

**POA #:** This is your 1Cloud generated Agreement number. Select Type, Enter Number.

**PO #:** Enter the PO number or agreement release number.

**Change Order #:** Provide the applicable change order number represented by this request.

**Solicitation #:** Select Prefix type, Enter Number, and Year.

**Contract #:** This number should be the same as your POA number (unless procured prior to 2020)

**Contract Amendment #:** Provide the applicable amendment number represented by this request.

**Term:** Select the Period of Performance or Term for the initial period.

**Options:** Period of time for each renewal or option.

**Options Used:** Prior to this request, enter how many options were already used.

**Federally Funded:** Select yes or no from dropdown if Federal Funds will be used.

**JSEB Rec:** Select Encouragement or JSEB Set Aside Option.

**JESB %:** If JSEB Participation, enter the percentage.

**Bonds Waived Pursuant to:** Select option from Drop down.

**Funding Sources:** Fund/Center/Account/Project/Activity, all fields are required even if zeros.

**New NTE/GMP:** Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

**Contingent Amount:** If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

**DMP/ODPO Account:** Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

**Using Agency/BU:** Select one from the dropdown list.

**Concurrence:** Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

**Title:** Title of person electronically signing form.

**Attachments:** Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

| SINGLE SOURCE JUSTIFICATION FORM (SSJF) | |
|---|---|
| *Pursuant to the City of Jacksonville Procurement Code 126.306(a) (8) & The Procurement Operating Manual, when requesting to purchase from a Supplier subject to the referenced sections, this form is to be completed and must be submitted to the Procurement Division with applicable attachments via 1Cloud Smart Form Requisition.* | |
| ***1. Requesting Agency:*** | Sports & Entertainment |
| ***2. Nature and/or description of the requirement being requested.***<br><br>***Identify each item, component or service being procured. (Attach quote/proposal):***<br><br>***Why does the city need these particular goods or services?*** | Award will be for the management an production of the 2026 Bob Hayes Invitational Track Meet |
| ***3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source Supplier:*** | Bob Hayes International Track Meet, Inc. is the sole producer and host of the 2026 Bob Hayes Invitational Track Meet. |
| ***4. Date of Request*** | 1/30/2026 |

***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.]*

[ Tatiana Kazhuro has researched the availability of another supplier and Bob Hayes Invitationa Track Meet , Inc is the sole producer and host of the event ]

***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 [Click here to list other documentation. ]

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A NEW DAY.

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

Office of Sports & Entertainment
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-5422
www.specialevents.coj.net

January 30, 2026

To: Dustin Freeman, Chief
Procurement Division

From: Alex Alston, Executive Director
Office of Sports and Entertainment

**Subject: 2026 Single Source request to Bob Hayes Invitational Track Meet, Inc.**

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The Office of Sports & Entertainment respectfully requests the Procurement Division grant a single source award to Bob Hayes Invitational Track Meet, Inc. in the amount of $184,875 for the purpose of managing and promoting the 2026 Bob Hayes Invitational Track Meet.

The Bob Hayes Invitational Track Meet, Inc. is an organization that promotes amateur athletics and education through the hosting of an annual high school invitational track and field meet and related activities. The mission of the organization is to encourage existing middle and high school student athletes to continue competitive amateur athletics in the sport of track and field.

Through the Office of General Counsel, The City of Jacksonville will enter into a contract agreement with Bob Hayes Invitational Track Meet, Inc. and payment will be processed through Contract Purchase Agreement. Expenditures are not to exceed $184,875.

Funding Source: 00113.133101.582001.000000.00001339.00000.0000000

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Sec. 106.327. - Bob Hayes Track Meet.

Every year the Mayor shall fund the Bob Hayes Track Meet as part of the annual budget to be held at Raines High School after receipt of a budget request from Bob Hayes Track Meet, Inc., and review and approval by City Council. The Bob Hayes Track Meet, Inc. shall comply with all the requirements of Chapter 118, Ordinance Code.

(Ord. 2002-1032-E, § 1)