Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D605565B1

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (b) Reject All Bids

Goods and/or Services: Management and Programming of Westbrook Community Center

Requested Action and Justification:

Recommend approval to reject all bids. Bid specifications will be revised and resolicited in the near future.

Supplier:	N/A	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	06/02/2026

POA #:	N/A	**PO #:**	N/A	**Change Order #:**	N/A
Solicitation #:	RFP-NONCON 17925 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	N/A	**Options:**	N/A	**Options Used:**	N/A

Federally Funded:	No	**JSEB Rec:**	Set aside
Licenses Verified:	N/A	**JSEB %:**	100
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00000	**Center:**	000000	**Acct:**	000000	**Proj:**	000000	**Activity:**	00000000	$	0.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$	
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$	

New NTE/GMP:	$ 0.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	RPOD:OFFICE OF THE DIRECTOR		
Concurrence:	Signed by: Piastuck, Daniel A36AF35CDE8247C...	**Title:**	CHIEF OF RECREATION AND COMMUNITY PROGRAMMING 9/2/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Barnett, Renata E5139E2BE81E477...	**Chief of Procurement:**	Signed by: 9/8/2026 B10F1D517352456...
Name:	Barnett, Renata	**Name:**	Dustin L. Freeman

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:**	

Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D605565B1

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.*

Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D605565B1

Requisition PRCM-504231-26

Requisitioning BU	PRCM: Recreation and Community Programming	**Requisition Amount**	0 USD
Entered By	Covart, Sharon	**Justification**	
Status	Approved	**Funds Status**	Reserved
Description	RFP - Management and Programming of Westbrook Community Center, 905 Garfield Street, Jacksonville, Fl 32209		
Emergency Requisition	No		

Attachments

Title	File Name or URL	Description
WestbrookCC RFP.docx	WestbrookCC RFP.docx	
Request to Advertise - RFP Wes	Request to Advertise - RFP Wes	
RM-A WestbrookCC IndIns Req 4-	RM-A WestbrookCC IndIns Req 4-	

Lines

Line	Item	Description	Category Name	Quantity	UOM	Price	Amount (USD)	Status
1		RFP - Management and Programming of Westbrook Community Center, 905 Garfield Street, Jacksonville, Fl 32209	918.75 Management Consulting	1	Job	0.00 USD	0.00	Approved

Requester	Piastuck, Daniel	**Supplier**	
Urgent	No	**Supplier Site**	
Requested Delivery Date	5/4/26	**Supplier Contact**	
Deliver-to Location	Ed Ball 4th Floor Charge	**Contact Phone**	
Deliver-to Address	214 North Hogan Street 4th Floor JACKSONVILLE, FL 32202 US UNITED STATES	**Charge Account**	00111.166105.551010.000000.00000000.00000.0000000
Note to Buyer	Informal - No budget		

Attachments

Title	File Name or URL	Description
Request for Proposals (RFP)	Request for Proposals (RFP)	Additional requisition line information

Distributions

Distribution	Charge Account	Percentage	Quantity	Amount (USD)

NOT A PURCHASE ORDER

Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D605565B1

Requisition PRCM-504231-26

1	00111.166105.551010.00 0000.00000000.00000.00 00000	100	1	0.00

NOT A PURCHASE ORDER

I CERTIFY THAT FUNDS FOR THIS PURCHASE WERE AUTHORIZED AND PROVIDED FOR IN THE CURRENT BUDGET.

Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D605565B1

P R O C U R E M E N T D I V I S I O N

A NEW DAY

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: September 3, 2026

Via Email: becomingherblueprint@yahoo.com

Bidder's Name: Planted Rose Project Inc.

Address: 5240 Bunche Drive, Jacksonville FL 32209

Contact Name: Chavella Wiliams

Bid No: RFP-17925-26,2

Title: Management and Programming of Westbrook Community Center

Date Opened: June 25, 2026

REASON FOR RECOMMENDED BID REJECTION: The city reserves the right to reject all bids/proposals. The specifications will be reviewed, and solicitation will be re-bid.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for bids is the Jacksonville Procurement Awards Committee.

Purchasing Analyst's Signature: Renata Barnett

Renata Barnett, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D605565B1

Overview | Manage Solicitations × | Response History: RFP - Non-Construction 17925-26,2 × | **Online Messages: (RFP - Non-Construction 17925-26,2)** ×

Print Message (RFP - Non-Construction 17925-26,2)

Print | Done

Title Management and Programming of Westbrook Community Center

Status Closed (Unlocked)

Time Remaining 0 Seconds

Close Date 6/25/26 4:00 PM

Subject: RFP-17925-26 Management and Programming of Westbrook Community Center

From Renata Barnett

From Company City of Jacksonville

To Planted Rose Project Inc. - Chevella Williams

Attachments Planted Rose Project Inc. .pdf

Date 9/3/26 3:55 PM

Good afternoon, Please see the attached solicitation notification.

Docusign Envelope ID: 42E19AE1-7FF2-80F7-83ED-7ATD6555681

Award Solicitation: Management and Programming of Westbrook Community Center

Solicitation **RFP - Non-Construction 1762**	Responses Received **1**	Invited Suppliers **456**
Procurement BU **CCU BU**	Active Responses **1**	Will Participate **1**
Close Date **6/25/2020 16:00**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Line Summary

Line	Item	Item Revision	Supplier	Business Relationship	UOM	Estimated Quantity	Estimated Total Amount	Award	Agreement Quantity	Rank	Response Price	Score	Response Minimum Release Amount	Supplier Site	Response	Target Minimum Release Amount	Category Name	Line Type
1 Please insert $1.00 for pricing.			Planted Rose Project Inc.	Prospective				No		1	1.00	100.00			46529		918.75 Management Consulting	Dollars

Last Downloaded **6/4/2020 10:44**

Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D605565B1

Award Solicitation: Management and Programming of Westbrook Community Center

Solicitation **RFP - Non-Construction 1792** Procurement BU **COJ BU** Close Date **6/25/2026 16:00** Solicitation Currency **USD**	Responses Received **1** Active Responses **1** Shortlisted Responses **1**	Invited Suppliers **456** Will Participate **1** Responded **1**

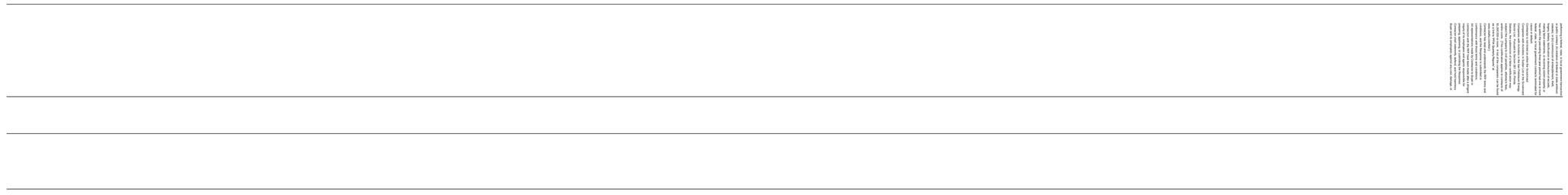
Overview

	Planted Rose Project Inc. Response: 465293
Business Relationship	Prospective
Supplier Site	
Supplier Contact	Williams, Chevella
Response Status	Active
Shortlist Status	Included
Response Amount	1.00
Overall Rank	1
Total Award Amount	
Time of Response	6/25/2026 14:07
Response Valid Until	
Reference Number	
Note to Buyer	
Attachments	Yes

Requirements (View Scoring Criteria)

	Requirement	Target Value	Planted Rose Project Inc. Response: 465293
Total Score			**48.00**
1.	**Affirmation**		
1.	Type name, title, and e-mail of person submitting bid in the comments box.		a. Acknowledge
	Comments		Chevella Williams,
2.	Type name of company in the comments box.		a. Acknowledge
3.	No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in rejection of the bid.		a. Acknowledge
4.	Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. Acknowledge
5.	Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. Acknowledge
6.	Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
7.	Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of		a. Acknowledge
8.	Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge
2.	**Submittal Statement**		
1.	Submittal Statement Bidder certifies that this proposal is made in good faith, without collusion or connection withany other entity bidding on this work. Bidder has examined and read all Drawings, Specifications, General and Special Conditions,and other Contract Documents, and all Addenda thereto; and is acquainted with and fullyunderstands the extent and character of the work covered by this Proposal and the specifiedrequirements, for the proposed work. Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.Bidder states that this Proposal is made in conformity with the Contract Documents and agreesthat in case of any discrepancy or differences between its Proposal and the Contract Documents,the provisions of the latter shall prevail. Bidder certifies that it has carefully examined the foregoing Proposal after the same wascompleted and has verified every item placed thereon; and agrees to indemnify, defend and saveharmless the CITY against any cost, damage or expense which may be incurred or caused by anyerror in the Bidder's preparation of same. Bidder states that all applicable taxes are included in the unit prices or Lump Sum Bid andacknowledges this project is not exempt from the State or Local Sales or Use taxes, and paymentof such taxes is the responsibility of the Bidder. The undersigned Bidder agrees to keep its bid in effect for 120 calendar days after theBid Opening date to allow the CITY time to award the bid, should it be awarded, and timeto prepare and execute the contract (or issue the purchase order). This time period begins atthe time bids are opened and ends upon the issuance of Notice to Proceed (NTP) by the CITY.The bid prices shall remain in effect throughout the life of the Contract. Failure of the CITY toissue NTP within the specified time period shall allow Bidder to withdraw its Bid andterminate its contract without penalty or forfeiture of Bid Bond. Failure of the CITY to issueNTP within the specified time period shall not entitle Bidder to an adjustment of its Bid prices,unless mutually agreeable by the CITY. Bidder certifies, under penalty of perjury and contract rescission, that it has all required licenses toperform the work required to fulfill the terms of the contract resulting from a successful bid.Furthermore, the Bidder affirms that all subcontractors requiring to be licensed are listed in itsresponse and are properly licensed to perform work on their respective portions of this project.		a. Acknowledge
3.	**General Requirements**		
1.	**Scope of Services:** The City of Jacksonville (City) is requesting proposals from qualified and experienced Contractor(s) to manage and provide programming at the following City-owned Community Center: Westbrook Community Center, 905 Garfield Street, Jacksonville, Florida 32209. Management and programming should reflect community needs and benefit the neighborhood and community. Programming may include education, music, arts, social services, health, wellness, nutrition, athletic activities for all ages, and/or youth. Programming for youth should generally mentor youth from all walks of life, enhance youth self-esteem, develop teamwork, sportsmanship, leadership, and life skills. Organizations demonstrating the ability to provide programming and public access consistent with community needs will be preferred. This will not be a revenue-generating bid.		a. Acknowledge
2.	Specifications: Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein. BackgroundThis RFP is for exclusive use of City property as described: Westbrook Community Center, 905 Garfield Street, Jacksonville, Florida 32209. Westbrook Community Center was built in 1990. The entire building is 1,581 square feet. The designated space is provided in an "as is" condition. Program GoalsManagement and programming should reflect community needs and benefit the neighborhood and community.A. Programming may include education, music, arts, social services, health, wellness, nutrition, and/or athletic activities for all ages and/or youth.B. Programming may provide opportunities for socialization of youth, adults, and/or seniors.C. Programming for youth should generally mentor youth from all walks of life, enhance youth self-esteem, develop teamwork, sportsmanship, leadership, and life skills.D. Programming must ensure access by residents of Duval County, and especially residents of the neighborhoods surrounding the property referenced in this RFP.E. Organizations demonstrating the ability to provide programming and public access consistent with community needs will be preferred. Requirements1. Experience: The organization will have two (2) years of experience offering programming similar to that the organization is proposing.2. Financial Statement: The organization will provide Jacksonville with a financial statement for the past two years that demonstrates the organization's ability to take on the financial responsibility of long-term operation and programming of this City-owned community center.3. Program Hours: The organization will provide structured programming to adults, youth, and/or children five days a week.4. Background Screening: At the organization's sole cost and expense, at all times, the organization will be required to comply with the City of Jacksonville's Background Screening Policy governed by Chapter 435 (Employment Screening) and Chapter 943 (Department of Law Enforcement), Florida Statute. Staff must be 18 years of age or older to qualify for a paid or volunteer position.5. Fees and Charges to the Public: At the commencement of the contract, a list of fees and charges to the public for services at the facility will be submitted to Jacksonville and approved in writing by the Recreation and Community Programming Division Chief or the Department Director. The list of fees and charges to the public may be updated by the Contractor from time to time with prior written approval of the Recreation and Community Programming Division Chief or Department Director. If third-party permitting is part of the contract and programming, all third-party permitting fees will be approved in advance, in writing, by Jacksonville.6. Verification of Corporate Status: During the license term, the organization will be a duly organized and validly existing not-for-profit corporation registered, active, and in good standing with the State of Florida, and desires to provide structured programming to local and regional children and families.7. Permitted Use: The organization agrees that the permitted use of the facility will be for the purpose of providing programming as proposed in the response to this RFP. If a contract results from this RFP, the Permitted Use will be as stated in this RFP, the RFP response, and the agreement. No other use of the facility will be permitted without the written approval of the Recreation and Community Programming Division Chief or Department Director. To remain responsive to community needs, if agreed upon by the organization and Jacksonville, the Permitted Use of the facility may be amended upon written approval of the Recreation and Community Programming Division Chief or Department Director.8. Compliance with Governmental Requirements: During the License Term, the organization will comply with all Governmental Requirements governing or affecting the Licensed Premises and the use thereof for any reason. Governmental Requirement means any permit, law, statute, code, rule, regulation, ordinance, order, judgment, decree, writ, injunction, franchise, condition, certificate, permit, license, authorization, or other direction, or requirement of any governmental and/or regulatory national, state, or local entity with jurisdiction over Jacksonville, Contractor, and/or the facility.9. Equal Access: Contractor will not discriminate against any person on the basis of race, creed, color, sex, religion, national origin, age, marital status, or disability in its management, use, and operation of the facility.10. Title to Land: Title to the facility will remain vested with Jacksonville, and Contractor will have no interest in the title to the facility but will only have a license hold interest thereto. Any improvements made to the facility will be vested with Jacksonville.11. Contractor's Personal Property: Contractor may place its personal property on or within the facility during the license term from time to time at its discretion; however, all Contractor's personal property that may be on the facility during the license term will be thereon at the Contractor's sole risk.12. Insurance: Before entering the facility and without limiting liability under a resulting license agreement, Contractor will procure and maintain, at its sole cost and expense, during the license term, insurance coverage in the reasonable discretion. Amendments to the indemnification and/or insurance terms of a resulting license agreement will be processed by an Administrative Award of the Procurement Division under the authority of this RFP.13. Annual Report. On an annual basis, on a date established by the Recreation and Community Programming Division Chief or Department Director, the organization will present an Annual Report to the Department. Such a report will illustrate and explain: (a) Name and contact information of Corporate Officers, (b) Hours of operation, (c) Prior year's successes (and challenges, if any) and synopsis of prior year's programming and activities, (d) Goals and objectives for the upcoming year, (e) Statement to the Department signed by an Officer of the organization confirming the organization is in compliance with Jacksonville's Background Screening Policy, (f) Statement to the Department signed by an Officer of the organization confirming the organization is in compliance with Governmental Regulations, (g) a list of fees and charges to the public for the upcoming year, (h) proof of insurance, (i) verification of non-profit corporate status, and (j) such other information as requested by Jacksonville.14. Audit: With reasonable notice, Jacksonville will have the right to audit Contractor's financial books, records, and documents related to programming at this facility.15. Jacksonville's Right to Make Changes: Jacksonville may unilaterally require, by written order, changes altering, adding to, or deducting from the services of this RFP ("Changes"), provided that such Changes are within the general Scope of this RFP. Such Changes may include the addition of responsibilities or subtraction from responsibilities, relocation of existing management, operation, and programming, or the addition of facilities and/or operating area, or removal of any facilities and/or operating area. 16. Jacksonville Recognition: No signage of any kind may be placed by the Contractor on the exterior or interior of the facility without prior written approval of Jacksonville.17. Right of Jacksonville to Inspect: Jacksonville at all times may enter the facility for the purpose of inspecting the same and for any other purpose determined by the Department. Contractor will provide Jacksonville keys to all doors, gates, and improvements on or in the facility.18. Right of Jacksonville to Use the Facility: Contractor will have the use of the Facility except at such times as Jacksonville may require use of the Facility or applicable portion thereof for an event, activities, or for scheduled maintenance or periods of rest pursuant to a schedule to be provided to the Contractor. Jacksonville will give Contractor five (5) days' prior written notice of any time that Jacksonville desires to use the Facility or portion thereof, provided that Jacksonville will not materially impair Contractor's operations at the Facility. Following any such use, Jacksonville will leave the portions of the Facility used by Jacksonville in the same condition as received, ordinary wear and tear excepted. Jacksonville will repair any damage to the Facility caused by its use of the same within a reasonable time. Any fee derived from any such use by third parties through application to Jacksonville shall be paid to Jacksonville. Additionally, Jacksonville may, at its sole discretion, relocate the programming at this park anytime during the contract term. Jacksonville may, at its sole discretion, add facilities and/or operating area to or subtract facilities and/or operating area from the resulting agreement pursuant to this RFP anytime during the contract term. Insurance, indemnification, term renewal, and any location revision, including relocation and/or addition or subtraction of a facility and/or operating area, will be processed by an Administrative Award of the Procurement Division under the authority of this RFP and by resulting contract amendment.19. Contractor Termination: The Contractor will have the absolute right to terminate a license agreement resulting from this RFP at any time by providing at least thirty (30) days' written notice of such termination to Jacksonville.20. Jacksonville Termination: Jacksonville will have the absolute right to terminate a license agreement resulting from this RFP at any time by providing at least thirty (30) days' written notice of such termination to the Contractor.21. Maintenance and Upkeep: The building is provided in "as is" condition. Jacksonville and the Contractor will have joint responsibility for maintenance and upkeep of the facility. Jacksonville will be responsible for: a. Payment of water, sewer, and electric utilities; b. All new and ongoing maintenance and repairs of all major systems (as determined by Jacksonville), structure of the building, and parking lot; c. Repairs to electrical and plumbing will be the responsibility of Jacksonville. d. Repair or replace doors, windows, and or roof; e. Provide mowing and landscaping of grounds; f.		a. Acknowledge

	Jacksonville will pay for the dumpster. Contractor will be responsible for: g. The facility is provided in an "as is" condition. Upgrades, minor repairs, and maintenance will be the responsibility of the contractor. h. Regular facility cleaning, including dusting, vacuuming, or mopping of all floors, windows, and windowsills; i. Perform waxing of all VCT as needed; j. Restroom cleaning to include sanitizing toilets, sinks, and water dispensers (including water faucets and water fountains), cleaning stall walls, doors, and partitions; k. Stock and supply paper towels, toilet paper, soap, and other restroom supplies as needed; l. Provide all cleaning materials necessary to perform all cleaning jobs in the facility; m. Selected Contractor may be responsible for providing chairs, tables, and other furniture, fixtures, appliances, and equipment needed to operate the facility. Space and existing furniture, fixtures, appliances, and equipment are supplied "as is"; n. Replacement of all light bulbs inside the facility as needed; o. Provide trash removal of all restrooms, kitchen, offices,		
3.	Contractors must satisfy the following mandatory minimum requirements to have their responses evaluated. By submitting a response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the response not being evaluated and being rejected as non-responsive. A. The Contractor will provide current proof of all business licenses required by local, state, and federal law as applicable. B. The Contractor must have the ability to obtain and maintain liability insurance as required by the City of Jacksonville for the entire contract term. C. The Contractor will be properly licensed to operate as a 501(c)(3) or 501(c)(4) company by the State of Florida. D. The Contractor must have been established, operating, and experienced, offering similar programming related to the Scope of Services for a minimum of two (2) years.		a. Acknowledge
4.	<u>**Response FormaT**</u> To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the sections would be helpful. The formal response to the RFP. Each proposer will clearly indicate within the Cover Letter that your response is for the RFP. **1) Title Page:** Include <u>only</u> RFP Title, RFP Number, Contractor's full name, address, and phone number. **2) Cover Letter:** Include <u>only</u> the following: RFP Title and Number Contractor's full name, address, and phone number. Names of the person(s) who will be authorized to make representations for the Contractor, their titles, addresses (including email address), and telephone numbers. Contractor's Federal Employer ID Number. Written acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending, or withdrawing the Response prior to the Response Due Date based on those subsequent amendments. Signature of Authorized Representative. **3) Required Forms.** Attach all forms identified in the RFP, each signed by an authorized representative. **4) Proof of Minimum Requirements.** Responses will ONLY be accepted from companies meeting the minimum requirements in this solicitation. Contractor <u>must address and provide clear documentation that they meet all minimum requirements.</u> **5) Statement of Qualifications.** This portion of the Response will be used to provide the information the Buyer needs to evaluate how well the Contractor meets the criteria listed in the Evaluation Criteria. <u>Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive</u>. Please divide this portion of the Response into ten subsections (one subsection for each of the listed criteria).		a. Acknowledge
4.	**RFP Requirements**		
1.	**1. Introduction** The City of Jacksonville ("Buyer") intends to hire an individual or firm ("Contractor") to provide the services described in this Request for Proposal ("RFP"). Persons interested in submitting a response to this RFP (a "Response") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. **2. Questions and Requests for Amendment to RFP.** If a Contractor (i) has questions about the RFP, (ii) finds discrepancies, omissions or ambiguities in the RFP, or (iii) believes any term or condition of the RFP is unreasonable, Contractor should request an amendment to the RFP. The request should reference the RFP section at issue and include any specific language that Contractor recommends using. All requests for amendment must be submitted in writing (via the 1Coud Procurement System) and, unless otherwise specified in the RFP, be received by the Purchasing Analyst (Analyst) at least ten (10) calendar days before the Response Due Date. Questions and requests for amendments directed to the Analyst or to any other Buyer personnel shall not constitute a formal protest of the RFP. Failure to request an interpretation or change will be considered evidence that Contractor understands and agrees to the provisions of the RFP. The posting of a written amendment is the only official method by which interpretations, clarifications, changes or additional information will be given by Buyer prior to the opening of Responses. Any other interpretation, clarification, change or information will have no legal effect. Buyer reserves the right to amend, cancel or reissue the RFP at its discretion. Buyer reserves the right to request or obtain additional information about any and all Statement of Qualifications submitted in response to RFP. They may also issue addenda to this RFP which will be sent to each Supplier who received this RFP. This includes the right to change the Response Due Date and the Contract award date. Notice of all amendments and cancellations will be posted on Buyer's website (please contact the Analyst if you are uncertain of the website address or if you experience problems accessing it). Contractor is responsible for monitoring this website for new or changing information. **3. Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract. If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law. **4. Public Meetings and Special Accommodations.** Any meetings of the RFP evaluation committee (i.e., the Jacksonville Procurement Awards Committee or Technical Review Committee) shall be noticed on Buyer's website and shall comply with Florida's Open Meetings Laws. Please contact the Analyst if you are uncertain of Buyer's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Analystidentified in the Overview Section at least forty-eight (48) hours prior to the meeting. **5. Cost of Developing RFP Response.** All costs related to the preparation of RFP Responses and any related activities are the sole responsibility of Contractor. Buyer assumes no liability for any costs incurred by Contractors throughout the entire selection process. **6. Response Ownership.** All Responses, including attachments, supplementary materials, addenda, etc., shall become property of Buyer and shall not be returned to Contractor. Buyer will have the right to use any and all ideas or adaptation of ideas presented in any Response. Acceptance or rejection of a Response shall not affect this right. **7. Public Records Law; Process For Protecting Trade Secrets and Other Information.** Article 1, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public records. As such, all responses to the RFP are public records unless exempt by law. If Contractor considers any portion of its Response to be exempt from disclosure under Florida law, Contractor must provide Buyer with a separate redacted copy of the Response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation. Contractor shall be responsible for defending its determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. Further, Contractor shall protect, defend, and indemnify Buyer for any and all claims arising from or relating to Contractor's determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. If Contractor fails to submit a Redacted Copy with its Response, Buyer is authorized to produce the entire Response in answer to a public records request. In accordance with Section 119.0701, Florida Statutes, the Contractor shall: (a) Keep and maintain public records required by Buyer to perform the services; and (b) Upon request from Buyer's custodian of public records, provide Buyer with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Contractor does not transfer the records to Buyer; and (d) Upon completion of this Contract, transfer to Buyer at no cost all public records in possession of Contractor or keep and maintain public records required by Buyer to perform the service. If Contractor transfers all public records to Buyer upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Buyer upon request from Buyer's custodian of public records in a format that is compatible with Buyer's information technology systems. The above requirements apply to a "Contractor" as defined in Section, 119.0701, Florida Statutes. IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE BUYER'S CUSTODIAN OF PUBLIC RECORDS AT (904) 255-7674; REQUEST@COJ.NET; BUYER OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202. **8. Multiple Responses from Same Contractor; No Collusion.** More than one Response from an individual firm, partnership, corporation or association under the same or different names is not permitted. Reasonable grounds for believing that a Contractor is involved in more than one Response for the same work will be cause for rejection of all Responses in which such Contractor is believed to be involved. Any or all Responses will be rejected if there is reason to believe that collusion exists between Contractors. Responses in which the prices obviously are unbalanced will be grounds for rejection. **9. Convicted Vendor List.** A person or affiliate placed on the State of Florida convicted vendor list pursuant to Section 287.133, Florida Statutes, following a conviction for a public entity crime may not do any of the following for a period of 36 months from the date of being placed on the convicted vendor list: submit a bid on a contract to provide any goods or services to a public entity; submit a bid on a contract with a public entity for the construction or repair of a public building or public work; submit bids on leases of real property to a public entity; be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and transact business with any public entity in excess of the Category Two threshold amount provided in Section 287.017, Florida Statutes. **10. Discriminatory Vendor List.** An entity or affiliate placed on the State of Florida discriminatory vendor list pursuant to Section 287.134, Florida Statutes, may not: submit a bid on a contract to provide any goods or services to a public entity; submit a bid on a contract with a public entity for the construction or repair of a public building or public work; submit bids on leases of real property to a public entity; be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity. **11. Contractor Representations.** In submitting a Response, Contractor understands, represents, and acknowledges the following (if Contractor cannot so certify to any of following, Contractor shall submit with its Response a written explanation of why it cannot do so). Contractor currently has no delinquent obligations to the Buyer of Jacksonville or any of its independent agencies. The Response is submitted in good faith and without any prior or future consultation or agreement with any other respondent or potential respondent; To the best of the knowledge of the person signing the Response, neither the Contractor, its affiliates, subsidiaries, owners, partners, principals or officers: is currently under investigation by any governmental authority for conspiracy or collusion with respect to bidding on any public contract; is currently under suspension or debarment by any governmental authority in the United States; has within the preceding three years been convicted of or had a civil judgment rendered against it, or is presently indicted for or otherwise criminally or civilly charged, in connection with (i) obtaining, attempting to obtain, or		a. Acknowledge



Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D60556SB1

5.	**Insurance Requirements**		
1.	RFP Indemnification and Insurance Requirements. See attachments for additional information.		a. Acknowledge
6.	**Sample Services Contrct**		
1.	Please review and acknowledge the attached sample Professional Services Contract.		a. Acknowledge
7.	**Evaluation Criteria**		
	Score		**48.00**
1.	**Experience – 30 points available** • **Provide the organization's history, mission statement, and bylaws.** • **Explain how the organization meets the two-year minimum requirement of operating community-based services.** • **Provide a description of the organization's experience managing a facility and offering programming as described herein. Similar programming experience will**		a. Acknowledge
	Score		19.00
2.	**Program Description – 30 points available** • **Provide a detailed description of the organization's proposed programming. •** **Provide a description of guidelines and policies for employees and/or volunteers.•** **Provide a detailed staffing plan, including, if applicable, licensing and certification requirements of staff for the programs offered.•** **Provide proposed operating and program hours, including hours of the day and days of the week for the entire year.•** **Provide a detailed public access plan and describe how the proposed programming serves a need in the neighborhood and community.•** **Describe the timeline for implementation of programming, operations, and services, the type of services which will be provided, the general structure of facility operations, describe the target audience, including the number of staff and the staff's areas of expertise, and ideas for expanding or enhancing services in future years.**		a. Acknowledge
	Score		17.33
3.	**Financial Stability/Budget – 25 points available** • **Provide two years of financial statements that demonstrate the organization's ability to take on the financial responsibility of long-term operation and programming of this City-owned facility.•** **Identify material changes in the Contractor's business operation or situation, such as bankruptcy, mergers, and acquisitions, which have actually occurred or are impending. Identify outstanding financial arrangements such as corporate guarantees, business affiliations, partnerships, or joint ventures.•** **Must explain the proposed operating budget: including income and general operating expenses such as salaries (if applicable), recruitment/marketing costs, community outreach costs, and equipment and transportation costs (if applicable). Must list all proposed fees and charges to the public.**		a. Acknowledge
	Score		6.67
4.	**Marketing/Measurement and Tracking – 15 points available** • **Identify the target audience for the organization's proposed programming.•** **Provide a detailed plan to advertise and market the program.•** **Proposal must include a measurement strategy to track participation and program satisfaction.•** **Provide ideas with adequate detail that fit within the scope of this RFP that will attract neighborhood and community residents to this service and encourage them**		a. Acknowledge
	Score		5.00
8.	**Response Attachments**		
1.	**Attach Overall Proposal Document Here, Use the following naming convention: Supplier_Name Overall Proposal Document. Include all response pages in a single ".PDF" format file.** If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf".		a. Acknowledge
	Attachments		Yes

Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D605565B1

Award Solicitation: Management and Programming of Westbrook Community Center

Solicitation	**RFP - Non-Construction 179**	Responses Received	**1**	Invited Suppliers	**456**
Procurement BU	**COJ BU**	Active Responses	**1**	Will Participate	**1**
Close Date	**6/25/2026 16:00**	Shortlisted Responses	**1**	Responded	**1**
Solicitation Currency	**USD**				

Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**

Total Award Amount

1 Please insert $1.00 for pricing.

Line Type **Dollars**
Category Name **918.75 Management Consulting**

Start Price
Current Price
Estimated Total Amount

Award Amount
Savings
Savings

	Target Value	**Planted Rose Project Inc. Response: 465293**
Business Relationship		Prospective
Supplier Site		
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		1.00
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		No
Award Amount		
Note to Buyer		
Attachments		No

Last Downloaded **9/4/2026 10:44**

Docusign Envelope ID: 42E194E1-7FF2-80F7-83ED-747D605565B1

Award Solicitation: Management and Programming of Westbrook Community Center

Solicitation **RFP - Non-Construction 17**	Responses Received **1**	Invited Suppliers **456**
Procurement BU **COJ BU**	Active Responses **1**	Will Participate **1**
Close Date **6/25/2026 16:00**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Requirements Scoring

Requirements

Requirement		Acceptable Values	Score	Maximum Score
7.	**Evaluation Criteria**			**100**
1.	**Experience – 30 points available** • **Provide the organization's history, mission statement, and bylaws.** • **Explain how the organization meets the two-year minimum requirement of operating community-based services.** • **Provide a description of the organization's experience managing a facility and offering programming as described herein. Similar programming experience will be preferred. Quality of experience with the City of Jacksonville will be considered.**	a. Acknowledge		30
2.	**Program Description – 30 points available** • **Provide a detailed description of the organization's proposed programming. •** **Provide a description of guidelines and policies for employees and/or volunteers.•** **Provide a detailed staffing plan, including, if applicable, licensing and certification requirements of staff for the programs offered.•** **Provide proposed operating and program hours, including hours of the day and days of the week for the entire year.•** **Provide a detailed public access plan and describe how the proposed programming serves a need in the neighborhood and community.•** **Describe the timeline for implementation of programming, operations, and services, the type of services which will be provided, the general structure of facility operations, describe the target audience, including the number of staff and the staff's areas of expertise, and ideas for expanding or enhancing services in future years.**	a. Acknowledge		30
3.	**Financial Stability/Budget – 25 points available** • **Provide two years of financial statements that demonstrate the organization's ability to take on the financial responsibility of long-term operation and programming of this City-owned facility.•** **Identify material changes in the Contractor's business operation or situation, such as bankruptcy, mergers, and acquisitions, which have actually occurred or are impending. Identify outstanding financial arrangements such as corporate guarantees, business affiliations, partnerships, or joint ventures.•** **Must explain the proposed operating budget: including income and general operating expenses such as salaries (if applicable), recruitment/marketing costs, community outreach costs, and equipment and** **transportation costs (if applicable). Must list all proposed fees and charges to the public.**	a. Acknowledge		25
4.	**Marketing/Measurement and Tracking – 15 points available** • **Identify the target audience for the organization's proposed programming.•** **Provide a detailed plan to advertise and market the program.•** **Proposal must include a measurement strategy to track participation and program satisfaction.•** **Provide ideas with adequate detail that fit within the scope of this RFP that will attract neighborhood and community residents to this service and encourage them to revisit.**	a. Acknowledge		15

Last Downloaded **9/4/2026 10:44**