SUBJECT: CROWD MANAGEMENT SERVICES – RE-BID

BID #: SC-0404-18 **OPEN DATE: 2018-02-21**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2018 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER(S)

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Moses Security Services, Inc., for not submitting evidence of meeting the minimum requirements as requested in the Terms and Conditions.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, Event Services America, Inc. DBA Contemporary Services Corp., to provide crowd management services for the Office of Special Events, with the Terms and Conditions being contingent upon an executed contract agreement. Period of service is from date of award through September 30, 2018 with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $181,200.00.

Funding for this award to be encumbered by accounts SPET01ASE-03405-EVTADM-18 and PRSE134SE-04904, to be executed by purchase order(s) and Services Contract.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letter

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

---

(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 _____

Jacksonville
Where Florida Begins.

MEMORANDUM

TO: Gregory Pease, Chief of Procurement

FROM: Brent Fine, Special Events Manager BF

DATE: May 3, 2018

RE: Bid Recommendation - SC-0404-18 – Crowd Management Services

The Office of Special Events recommends to reject the lowest bidder on Bid # SC-0404-18, Moses Security Services, Inc. for not meeting the minimum requirements of the bid. Moses Security Services did not provide their minimum requirements in the bid and also did not acknowledge all of the bid addendums.

The Office of Special Events recommends to award #SC-0404-18 to **Event Services America, Inc d/b/a Contemporary Services Corporation.** Terms and conditions of the bid will be solidified in a contract agreement.

Bid Tabulation

Event Services America, Inc. d/b/a Contemporary Services Corporation	$181,200
Moses Security Services, Inc.	$147,912.50

Payments will be processed through a Master Blanket Purchase Order.

EXPENDITURES ARE NOT EXPECTED TO EXCEED $181,200.

FUNDING SOURCE:
SPET01ASE – 03405 –EVTADM-18 / PRSE134SE-04904

BID TABULATION SHEET

TITLE: CROWD MANAGEMENT SERVICES - RE-BID
BID NO.: SC-0404-18
OPEN DATE: FEBRUARY 21, 2018 @ 2:00 P.M.
BUYER: CHELSEY FLEMING, ANALYST
No. Invited: (8) No. Received (2) No Bids: (0)
Recorded By: John Hernandez

ITEM #	DESCRIPTION	QTY/UOM	MOSES SECURITY SERVICES, INC. UNIT PRICE	MOSES SECURITY SERVICES, INC. EXT.PRICE	EVENT SERVICES AMERICA, INC. DBA CONTEMPORARY SERVICES CORP. UNIT PRICE	EVENT SERVICES AMERICA, INC. DBA CONTEMPORARY SERVICES CORP. EXT.PRICE
1	Security Guard	6000/HR			$19.00	$114,000.00
2	Security Supervisor	600/HR			$21.00	$12,600.00
3	Event Manager	300/HR			$25.00	$7,500.00
4	Ticket Taking Staff	200/HR			$18.00	$3,600.00
5	Guest Services Staff	300/HR			$18.00	$5,400.00
6	Ticket Taking/Guest Services Supervisor	500/HR			$21.00	$10,500.00
7	Box Office Sales Staff	300/HR			$18.00	$5,400.00
8	Usher	150/HR			$18.00	$2,700.00
9	Parking Attendant	500/HR			$18.00	$9,000.00
10	Parking Supervisor	500/HR			$21.00	$10,500.00
		GRAND TOTAL:			$181,200.00	
		TERMS:	NOT STATED		NET30	
		DELIVERY:	NOT STATED		NOT STATED	
		CONFLICT OF INTEREST:	YES		YES	
		INSURANCE AGENT ACKNOWLEDGEMENT FORM:	YES		YES	
		MINIMUM REQUIREMENTS:	NOT PROVIDED		YES	
		ADDENDUMS(2)	ONE ONLY		YES	
		NOTES:				

TERMS AND CONDITIONS
CROWD MANAGEMENT SERVICES – RE-BID

1. SCOPE

The Office of Special Events of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these services and to obtain pricing commitments for Crowd Management Services.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement will be from date of award through September 30, 2018, with three (3) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. MANDATORY PRE-BID CONFERENCE

A MANDATORY pre-bid conference will be held on Wednesday, February 7, 2018 at 10:00 A.M., located at Jacksonville City Hall, 117 W. Duval Street, Suite 280, Jacksonville, FL 32202. A conference call option for the pre-bid meeting is also available, with all information listed below.

CONFERENCE BRIDGE LOCAL NUMBER IS 904-630-1211

CONFERENCE BRIDGE TOLL FREE NUMBER IS 1-800-299-9355 THEN EXTENSION 1211

CONFERENCE BRIDGE PASSWORD IS 12345 THEN # (POUND)

5. MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor must have experience working with the Jacksonville Sheriff's Office and the Jacksonville Fire and Rescue Department.
b. Vendor must have experience working at least 10 or more major Music Festivals or other Festival Style Events with over 40,000 attendees per day. At least four (4) major events must take place outdoors in an open-air environment (street festival).
c. Vendor must have experience working street-parades in excess of 20,000 attendees per day.

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

8. DELIVERY

Delivery will be coordinated with Office of Special Events Manager or his/her designee at 904-630-3690 or by City email.

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: City purchase order number, item number and description, date and time of delivery/setup (if applicable), date and time of removal/strike (if applicable), quantity ordered and shipped, unit prices, and unit of measure.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All unit prices shall include consulting of staff needs for the event, scheduling of staffing, staff uniforms including ID badges, and on-site two-way communication radios as outlined in the bid documents.

11. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued to the City of Jacksonville once supplies/services are fully rendered. At a minimum, invoices must include; City purchase order number, item number and description, date and time of shipment delivery/setup (if applicable), date and time of removal/strike (if applicable), quantity ordered and shipped, unit prices, unit of measure and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: Office of Special Events, 117 W. Duval Street, Suite 280, Jacksonville, Florida 32202.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SPECIFICATIONS
CROWD MANAGEMENT SERVICES – RE-BID

1. PURPOSE
The City of Jacksonville, Florida Sports and Entertainment Department, Office of Special Events is currently accepting bids to obtain source(s) of management and staffing for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for crowd management services as listed in the bid documents.

2. BACKGROUND
The Office of Sports and Entertainment's mission is to attract, host and create opportunities that positively influence economic impact and improve the quality of life and cultural engagement for residents, visitors and businesses. The office produces events such as the Florida vs. Georgia Football Game, Jacksonville Jazz Festival, World of Nations Celebration, Sea & Sky Air Show, Veterans Day Parade and the Martin Luther King, Jr. Breakfast. For more information on the Office of Special Events, please visit JaxHappenings.com.

3. SCOPE OF SERVICES
Crowd management services will be utilized for all events presented by the Office of Special Events. Events include, but are not limited to: Florida-Georgia Football Weekend (activities outside SMG managed facilities), Sea & Sky Air Show, World of Nations Celebration, Jazz Festival, NYE and July 4th Fireworks, Veterans Day Parade and miscellaneous events.

4. ADDITIONAL REQUIREMENTS

a. Vendors are to supply one rate for each item. Daily, weekly and holiday rates are to be the same. Rates shall include consulting of staff needs for the event, scheduling of staffing, staff uniforms including ID badges, and on-site two-way communication radios.
b. Vendors must be able to manage staffing and services according to site maps and plans supplied by the Office of Special Events. Vendors must coordinate with Special Events Coordinator for site location, arrival and departure of staffing according to event timeline. Due to the nature of the events, last minute staffing additions or deletions may occur.
c. All staff must be professional, well-groomed, able to communicate proficiently in English, and ready to work. Staff may not smoke, eat or drink while performing services, except for drinking water.
d. Vendor must adhere to all laws at outlined in Chapter 493 of the Florida State Statues.
e. Proof of Department of Homeland Security SAFETY Act Designation, preference is given to companies with this designation

5. LOCATION AND QUANTITY OF STAFF
The City may schedule up to 100 shifts per 24-hour period. In order to meet demand, vendor must have no less than 250 ready-to-work and trained guards within 45-miles of 32202 at time of bid submission. Inter-branch support is acceptable during events when needed.

The event security manager and event personnel-scheduling manager must be able to attend regularly scheduled event operations meetings in person. Meetings will be located in Jacksonville, Florida.

Staffing levels and specific posts will be determined by the City in consultation with Vendor. City shall have final decision on staffing numbers and positions. Supervisors and Managers shall not be assigned to fixed post positions.

At least seven days prior to an Event which services are necessary, City shall provide a written order to Vendor that includes the number and description of personnel and the time periods for which personnel is needed. If City does not provide this information, Vendor shall make best efforts to provide the requested personnel.

6. CANCELLATION OF STAFFING

The City reserves the right to cancel an order completely or in part if the services are not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Cancellations will be made within 48 hours of notification at no charge to the City or its agencies.

7. VENDOR EMPLOYEE TRAINING AND QUALITY

Vendor employees shall be in supplier uniforms, well-groomed and professional while conducting services. Vendor employees must be able to speak English. Staff may not consume alcohol or tobacco while onsite working or representing an event. Vendor must have different uniforms for Staff, Supervisors and Managers for easy identification during events. T-Shirts are not an acceptable uniform. Staff must be in polo-style shirts for most events. Vendor must be able to supply staff uniformed in "coat and tie" when requested. Shoes must be closed-toe, closed-heal and non-slip.

Vendor must have formal training of employees to include but not limited to: Guest Services, Event Security, Crowd Management, Alcohol Awareness, Access Screening (bag checks, wanding and magnetometers) and parking.

Security Officers must hold a valid Class "D" Security Officer License from the State of Florida.

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

May 7, 2018

2000 N. Meridian Rd. #302
Tallahassee, FL 32303

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: Moses Security Services, Inc.

CONTACT NAME: Clarence Moses

BID NUMBER: SC-0404-18

NAME OF BID: Crowd Management Services – Re-Bid

DATE OPENED: February 21, 2018

REASON FOR REJECTION:

Vendor is being rejected for not submitting evidence of meeting the below minimum requirements as listed in the Terms and Conditions:

a. Vendor must have experience working with the Jacksonville Sheriff's Office and the Jacksonville Fire and Rescue Department.

b. Vendor must have experience working at least 10 or more major Music Festivals or other Festival Style Events with over 40,000 attendees per day. At least four (4) major events must take place outdoors in an open-air environment (street festival).

c. Vendor must have experience working street-parades in excess of 20,000 attendees per day.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, AT CFLEMING@COJ.NET.

ANALYST'S SIGNATURE: _____

CHELSEY FLEMING

Fleming, Chelsey

From: Fleming, Chelsey
Sent: Monday, May 07, 2018 7:52 AM
To: 'moses_guards2011@yahoo.com'
Subject: SC-0404-18 Crowd Management Services Re-Bid
Attachments: Moses Security Services Notification.pdf

Please see the attached notification for subject bid.

Thank you,
Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826

CITY OF JACKSONVILLE

QWS3270X 5/7/2018 8:02 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 05/07/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 8:02 AM

FISCAL MO/YEAR : 08 2018 CURRENCY CODE :
INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 03405 SECURITY/GUARD SERVICE
PROJECT : EVTADM ADMINISTRATIVE COSTS
PROJECT DETAIL : 18 ADMINISTRATIVE COSTS - FY18
GRANT :
GRANT DETAIL :
USER CODE :

S	MAY 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	94,566.10	94,566.10
EXPENDITURES	.00	44,328.51	44,328.51
ENCUMBRANCES	.00	.00	.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	50,237.59	50,237.59

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 5/7/2018 8:02 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 05/07/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 8:02 AM

FISCAL MO/YEAR : 08 2018 CURRENCY CODE :
INDEX CODE : PRSE134SE SPECIAL EVENTS
SUBOBJECT : 04904 TRUST FUND AUTHORIZED EXPENDITURES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	MAY 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	637,968.92	15,989,716.38
EXPENDITURES	2,345.00	584,772.64	14,330,307.17
ENCUMBRANCES	28,850.16	128,683.49	157,550.90
PRE-ENCUMBRANCES	.00	4,575.00	4,575.00
REMAINING BALANCE	-31,195.16	-80,062.21	1,497,283.31

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND