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SINGLE SOURCE AWARD **BID # SS-13002-22**

Subject: FY23 STAGEHAND SERVICES FOR CONCERT PRODUCTION

Department: Parks, Recreation and Community Services Department, Office of Special Events

Description of Purchase:
Recommend approval of Single Source Award to UTP Productions, Inc. (IATSE Local 115) for stagehand services needed at Various City of Jacksonville hosted and produced events through the Office of Special Events. UTP Productions, Inc. is the only provider employing local stagehand talent in the Jacksonville area meeting eligibility requirements in most regional and national performance contracts. Stagehands provide various aspects of technical support at concerts and events which require specific certifications/training (set changes, spotlight operation, etc.). Period of service will be from date of award through September 30, 2023. The requested annual total expenditure not to exceed $150,000.00.

Funding Source: 00113.133101.549040.000000.(multiple activities).00000.0000000 and 10302.133101.549006.000000.00000000.00000.0000000, to be executed by Purchase Order(s).

Single Source Award To: UTP Productions, Inc. (IATSE Local 115)

Price Justification: See Attached

Total Award: $150,000.00 **Requisition #** PRSP-502167-22

Attachments: Agency Memo; Single Source Form; Vendor Proposal

Certification as to Single Source: Daryl T. Joseph, Director, Parks, Recreation and Community Services Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE
"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED _____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

ONE CITY. ONE JACKSONVILLE.

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

August 2, 2022

To: Greg Pease, Chief
Procurement Division

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

From: Chandler Fussell, Chief
Sports and Entertainment Division

Subject: FY23 Single Source Request to UTP Productions, Inc, (IATSE Local 115) for Stagehand Services for Special Events

The Department of Parks, Recreation and Community Services, Division of Sports & Entertainment requests the Procurement Division grant a single source award to UTP Productions, Inc, (IATSE Local 115) for stagehand services needed at Varius City of Jacksonville hosted and produced events through the Office of Special Events.

UTP Productions, Inc is the only provider employing local stagehand talent in the Jacksonville area meeting eligibility requirements in most regional and national performance contracts. These stagehands must meet certain qualifications such as being unionized and receiving certain benefits (annuity charges, set wages, etc.) in order for the artists to agree to perform. Stagehands provide various aspects of technical support at concerts and events which require specific certifications/training (set changes, spotlight operation, etc.). These technical support services cannot be provided by the city's maintenance crew, or other labor providers due to the specialty training required.

Services shall be from the date of the award through September 30, 2023. Annual expenditures are not expected to exceed $150,000 and payments will be processed by Purchase Order releases from the assigned Contract Purchase Agreement.

Funding Source: 00113.133101.549040.000000 (multiple Activities).00000.0000000
10302.133101.549006.000000.00000000.00000.0000000

Attachments: Proposal from Supplier, Single Source Form
CC: Rene'e Harriman, Parks, Recreation and Community Services Department
Jennifer Malice-Kelly, Sports & Entertainment

FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.	
1. Requesting Agency:	Sports & Entertainment
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the City need these particular goods or services?***	Stagehands are needed at various events to provide technical support including set changes, Spotlight operations, sound checks etc. Stagehands must meet certain qualification such as being unionized and receiving benefits (annuity charges, set wages, etc. in order for the artists to agree to perform.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	UTP Productions, Inc. is the only regional supplier employing local stagehands meeting the contractual requirements of the artists. Stagehands have specific qualifications. And this union is the only supplier which is certified the labor required.
4. Date of Request	8/2/2022

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.]

[The Division of Sports and Entertainment has researched the availability of requested services. Given the contractual obligations a single source award is needed for this service to be appropriately delivered.]

6. ***Other Documentation (Check and attach all that apply)***
√ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

8/4/22

PROPOSED RATES

City of Jacksonville Division of Sports & Entertainment - Special Events

4. RATES OF PAY:

	08/03/21 to 09/30/22		10/01/22 to 09/30/23	
	HOURLY	**PERF.**	**HOURLY**	**PERF.**
STEWARD	$24.50	$98.00	$25.00	$100.00
HEAD RIGGER	$26.50	$106.00	$27.00	$108.00
RIGGER	$26.00	$104.00	$26.50	$106.00
HEAD OF DEPT. / EQUIP. OP	$24.00	$96.00	$24.50	$98.00
STAGEHANDS / WARDROBE	$23.50	$94.00	$24.00	$96.00
TRUCK LOADERS	$23.50	$94.00	$24.00	$96.00
BOARD OPERATOR	$27.00	$108.00	$27.50	$110.00

6. FRINGE BENEFITS:

HEALTH & WELFARE	13.0%	14.0%
ANNUITY	10.0%	10.0%