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: 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 with Presentation Resource, Inc. dba PRI Productions, in the amount of $44,000.00, due to revisions made for the 2018 Jacksonville Jazz Festival for the stage and concert production services. The total revised annual expenditure not-to-exceed $144,000.00, for a total revised award not-to-exceed $244,000.00.

Funding for this award to be encumbered by account SPET01ASE-04938-EVT006-18 / PRSE134SE-04904, to be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Revised Quote, Bid Tabulation Sheet, Terms and Conditions, Specifications, Previous Awards

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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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 _____

Jacksonville
Where Florida Begins.

Memorandum

To: Gregory Pease, Chief of Procurement

From: Brent Fine, Special Events Manager BF

Date: April 6, 2018

RE: Increase SC-0120-17 – Jazz Festival Stage and Concert Production

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The Office of Special Events requests to increase SC-0120-17 to Presentation Resource, Inc. in the amount of $44,000 for the period of service ending September 30, 2018.

The Jacksonville Jazz Festival has three performance stages for the event. For the 2018 event, the stage locations have changed from what was initially presented in bid #SC-0120-17. Due to this revised footprint and the high caliber of performers this year's festival will host, an increase in stage equipment is needed.

Item #3 "Landing Stage Sound and Lighting" will no longer be required and the following quantity increases are needed for the revised stage arrangements:

- Increase in item #5 "Hemming Park Stage: Sound and Lighting" from one (1) to two (2)
- Increase in item #1 "Main Stage: Staging" from one (1) to two (2)
  *Note: While this item is on the bid for $53,000, Presentation Resource, Inc. has agreed to provide the stage at $40,000 due to the additional stage being at the lower end of the dimensional range, as reflected in 3.1.1.1 and 3.1.1.2 of the bid documents.

EXPENDITURES NOT EXPECTED TO EXCEED $144,000
FUNDING SOURCE – SPET01ASE-04938- EVT006-18 / PRSE134SE-04904

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

Job# 26626

JOB CONTRACT

INVOICE TO:	DELIVERY ADDRESS:	
City of Jacksonville Office of Special Events 117 West Duval Street Jacksonville, FL 32202	Downtown Jacksonville , ,	**Order Status:** Quote Only **Sales Person:** Steve Flatt
Contact: Krista Alford **Phone:** 904-630-3690 **Email:** KAlford@coj.net	**Room:** **On-Site Contact:** **Phone:**	**Customer #9441** **Terms:**

Order Date	Delivery	Set
02/20/2018	5/21/2018, 9:00 AM -	5/21/2018, 9:00 AM -
Show	**End**	**Pickup**
, -	5/27/2018, 11:00 PM -	5/28/2018, 9:00 AM -

JOB DESCRIPTION: Jacksonville Jazz Festival 2018 | Stage & Concert Production Services

Quantity	Description	Duration	Price	Subtotal
1	Main Stage - Staging & Labor Note: **Courthouse Stage*	1 Weeks	$53,000.00	$53,000.00
1	Main Stage - Staging & Labor Note: **Burrito Gallery Stage*	1 Weeks	$40,000.00	$40,000.00
1	Main Stage - Sound & Lighting Note: **Courthouse Stage*	1 Weeks	$20,000.00	$20,000.00
	Landing Stage - Sound & Lighting	1 Weeks	$12,000.00	$0.00
1	Hemming Stage - Staging & Labor	1 Weeks	$20,000.00	$20,000.00
2	Hemming Stage - Sound & Lighting Note: **Hemming Stage & Burrito Gallery Stage*	1 Weeks	$16,000.00	$32,000.00
1	SPONSORSHIP DISCOUNT	1 Weeks	($21,000.00)	($21,000.00)
		Total :		$144,000.00
	Total			$144,000.00

Stage & Concert Production Services for Jacksonville
Title: Jazz Festival
Bid # SC-0120-17
Bid Date: 4/19/17
Buyer: Chelsey Renfroe
No. Invited: 7 No. Received: 6 No Bids: 0
4/18/2017 Date
Recorded By: Gail Sampson

ITEM	DESCRIPTION	Est. QTY	UoM	PRI PRODUCTIONS UNIT PRICE	PRI PRODUCTIONS EXTENDED TOTAL	AVL PRODUCTIONS UNIT PRICE	AVL PRODUCTIONS EXTENDED TOTAL	TOES IN THE SAND PRODUCTIONS, LLC. UNIT PRICE	TOES IN THE SAND PRODUCTIONS, LLC. EXTENDED TOTAL	ROC OFF PRODUCTIONS UNIT PRICE	ROC OFF PRODUCTIONS EXTENDED TOTAL	ADAMS ENTERTAINMENT UNIT PRICE	ADAMS ENTERTAINMENT EXTENDED TOTAL	SOUTHERN SOUND AND LIGHTING UNIT PRICE	SOUTHERN SOUND AND LIGHTING EXTENDED TOTAL
1	MAIN STAGE. STAGING, include labor	1	EA	$53,000.00	$53,000.00	$36,900.00	$36,900.00	$33,500.00	$33,500.00	$47,584.24	$47,584.24	$40,050.00	$40,050.00	$30,100.00	$30,100.00
2	MAIN STAGE SOUND AND LIGHTING, include labor	1	EA	$20,000.00	$20,000.00	$33,005.00	$33,005.00	$22,900.00	$22,900.00			$42,500.00	$42,500.00	$27,700.00	$27,700.00
3	LANDING STAGE. SOUND AND LIGHTING, include labor	1	EA	$12,000.00	$12,000.00	$15,800.00	$15,800.00	$9,150.00	$9,150.00	$15,622.00	$15,622.00	$18,200.00	$18,200.00	$11,000.00	$11,000.00
4	HEMMING PARK STAGE STAGING, include labor	1	EA	$20,000.00	$20,000.00	$16,600.00	$16,600.00			$34,854.18	$34,854.18	$23,350.00	$23,350.00	$20,900.00	$20,900.00
5	HEMMING PARK STAGE. SOUND AND LIGHTING, include labor	1	EA	$16,000.00	$16,000.00	$19,915.00	$19,915.00					$29,000.00	$29,000.00	$19,600.00	$19,600.00
6	SPONSORSHIP DISCOUNT, must bid on all items for sponsorship consideration	1	EA	$21,000.00	$21,000.00	$32,220.00	$32,220.00					$32,275.00	$32,275.00	$21,860.00	$21,860.00
TOTAL - ALL AREAS (ITEMS 1 – 5) WITH DISCOUNT (ITEM 6 if applicable by quoting all items 1-5) INCLUDING LABOR:				$100,000.00		$90,000.00		$65,550.00		$98,060.42		$120,825.00		$87,440.00	

	PRI PRODUCTIONS	AVL PRODUCTIONS	TOES IN THE SAND PRODUCTIONS, LLC.	ROC OFF PRODUCTIONS	ADAMS ENTERTAINMENT	SOUTHERN SOUND AND LIGHTING
TERMS	NET 30	NOT STATED	NOT STATED	NOT PROVIDED	NOT STATED	NOT STATED
DELIVERY	NOT STATED	NOT STATED	NOT STATED	NOT PROVIDED	NOT STATED	NOT STATED
MANDATORY SITE VISIT	✓	✓	✓	✓	✓	✓
CONFLICT OF INTEREST	✓	✓	✓	✓	✓	✓
Contractor must submit Supporting documentation of no more than two pages to include: Why your company is best suited to provide this service for the Jacksonville Jazz Festival & Strategy to ensure the highest quality stage, sound and/or lighting experience for the Festival.	✓	✓	✓	✓	✓	✓
Contractors must submit three (3) written references, including name, email, phone number, and letter from other music festivals. If bidding on more than one stage, all references must be from music festivals where your company operated more than one stage during the event.	✓	✓	✓	ONLY CONTACT INFORMATION PROVIDED	✓	✓
Contractors must provide itemized list of all production equipment being used at each location including brand, model, and description.	✓	✓	✓	✓	✓	✓
Contractors must provide detailed technician schedule including hours and positions of company staff (should not include union labor). A crew must be dedicated to each stage if bidding on multiple stages. To include: Project Manager, Audio Tech 1 FOH, Audio Tech 2 Monitor, Audio Tech 3 Input, and Lighting Tech FOH.	✓	✓	NOT PROVIDED	✓	✓	✓
Contractors must provide names and qualifications of principle technicians involved in project.	✓	✓	✓	ONLY CERTIFICATIONS PROVIDED	ONLY NAMES PROVIDED	ONLY NAMES PROVIDED
Contractors must submit engineering specs and drawings for all stages included in your bid.	✓	✓	✓	NOT PROVIDED	✓	NOT PROVIDED
Contractors must provide a detailed list and quantities of exact heavy equipment needs for production purposes that your company will request from the City of Jacksonville.	✓	NOT PROVIDED	NOT PROVIDED	✓	✓	✓
Contractors should include photos of proposed stages, sound and lighting rigs (when applicable for bid).	✓	NOT PROVIDED	✓	NOT PROVIDED	✓	✓
Contractors should submit a copy of the vendor's most recent W-9 and proof of liability insurance with the ability to name the City of Jacksonville as additionally insured.	✓	✓	✓	NOT PROVIDED	✓	✓
ADDENDUMS 1	✓	✓	NOT SIGNED	NOT SIGNED	✓	✓
NOTES		VENDOR REJECTED FOR: NOT SUBMITTING ALL REQUIRED INFORMATION AND FOR NOT QUOTING A MOBILE STAGE FOR THE MAIN STAGE AS REQUIRED	VENDOR REJECTED FOR: NOT SUBMITTING ALL REQUIRED INFORMATION AND NOT ACKNOWLEDGING THE ADDENDUM	VENDOR DID NOT PROVIDE OR SIGN THE BID FORM AS REQUIRED	Difference in total pricing due to adjustment by Unit Pricing. "In case of error in extension of prices in the bid, the unit price will govern."	VENDOR REJECTED FOR: NOT SIGNING THE BID FORM AS REQUIRED AND NOT SUBMITTING ALL REQUIRED INFORMATION

TERMS AND CONDITIONS

STAGE AND CONCERT PRODUCTION SERVICES FOR THE JACKSONVILLE JAZZ FESTIVAL

1. SCOPE

1.1 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 items and to obtain pricing commitments for staging, sound and lighting separately or with appropriate discount if offered as a package for the Jacksonville Jazz Festival.

2. AWARD

2.1 Award will be by item OR for the Total of all items, to the lowest responsive, responsible bidder. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

3.1 The term of this agreement will be from date of award through September 30, 2017, with four (4) 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. SITE VISIT CONFERENCES

4.1 MANDATORY site visits will be held on Monday, April 10, 2017 at 10:00A.M., and Thursday April 13, 2017 at 2:00P.M., located at City Hall, Suite 280, 117 W. Duval St., Jacksonville, FL 32202. Contractors are required to attend one of the two planned Site Visits. Late arrivals to the site visit will not be permitted. Allow a minimum of two hours to attend the site visit. Attendees should be the knowledgeable event project/event manager who will be working on this project if awarded the bid.

5. REQUIREMENTS

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

5.1.1 Contractor must submit Supporting documentation of no more than two pages on the following:

5.1.1.1 Why your company is best suited to provide this service for the Jacksonville Jazz Festival

5.1.1.2 Strategy to ensure the highest quality stage, sound and/or lighting experience for the Festival

5.1.1.3 Any other information that shall be considered

5.1.2 Contractors must submit three (3) written references, including name, email, phone number, and letter from other music festivals. If bidding on more than one stage, all references must be from music festivals where your company operated more than one stage during the event.

5.1.3 Contractors must provide itemized list of all production equipment being used at each location including brand, model, and description.

5.1.4 Contractors must provide detailed technician schedule including hours and positions of company staff (should not include union labor). A crew must be dedicated to each stage if bidding on multiple stages. Sharing stage crews is not acceptable. The following techs are required for each stage unless noted different in bid specifications:

- 5.1.4.1 Project Manager
- 5.1.4.2 Audio Technician 1- FOH
- 5.1.4.3 Audio Technician 2- Monitor
- 5.1.4.4 Audio Technician 3- Input
- 5.1.4.5 Lighting Technician- FOH

5.1.5 Contractors must provide names and qualifications of principle technicians involved in project.

5.1.6 Contractors must submit engineering specs and drawings for all stages included in your bid.

5.1.7 Contractors must provide a detailed list and quantities of exact heavy equipment needs for production purposes that your company will request from the City of Jacksonville. Equipment is subject to the availability of United Rentals contract with the City of Jacksonville

5.1.8 Contractors should include photos of proposed stages, sound and lighting rigs (when applicable for bid)

5.1.9 Contractors should submit a copy of the vendor's most recent W-9 and proof of liability insurance with the ability to name the City of Jacksonville as additionally insured (carrier number/information, certificate, etc.)

6. STATE CONTRACTS

6.1 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

7.1 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. Due to the nature of Special Events items may be added or altered, sometimes less than 24-hours prior to event, to conform to performer technical riders. Additions or alterations in equipment must be approved in writing by Brent Fine, Special Events Manager, BFine@coj.net.

8. ESCALATION/DE-ESCALATION

8.1 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.

9. **PRICES**

9.1 All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

10. **DELIVERY**

10.1 A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure.

11. **PICK UP AND RETURNS**

11.1 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. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. **COMPLIANCE WITH SPECIFICATIONS**

12.1 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**

13.1 Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days from the conclusion of the event. Deposits will not be considered. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

14. **INSURANCE/INDEMNIFICATION**

14.1 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. **SUPPLIER EMPLOYEE TRAINING AND QUALITY**

15.1 Supplier employees/labor and subcontractors, shall be in supplier uniforms, well-groomed and professional while conducting services. Supplier employees/labor and subcontractors must be able to speak English. Supplier employees/labor and subcontractors may not consume alcohol or tobacco while onsite working or representing the event. Shoes must be close-toe, closed-heal, and non-slip. Supplier must have formal training of employees.

16. **SUBCONTRACTORS**

16.1 If the Contractor proposes to use subcontractors to provide services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and

approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval. Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions.

17. MEDIA

17.1 In an effort to convey accurate information to the public, company, company employees/labor, or company subcontractors must refer all media inquiries to the City of Jacksonville Office of Special Events and may not comment on any aspect of the event. News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior approval in writing from the City of Jacksonville Office of Special Events.

BID # SC-0120-17

SPECIFICATIONS

1. SCOPE:

The City of Jacksonville's Office of Special Events is seeking bids for staging, lighting and audio services for the Jacksonville Jazz Festival. It is critical that you understand the requirements for a successful bid process. Bidders must examine the bid documents carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

2. 2017 EVENT DATE AND TIMES*:

2.1 May 26, 2017:

- 2.1.1 Main Stage: 4:00 p.m. – Midnight
- 2.1.2 Hemming Stage: 4:00 p.m. – 11:00 p.m.
- 2.1.3 Landing Stage: 4:00 p.m. – 11:00 p.m.

2.2. May 27, 2017:

- 2.2.1 Main Stage: 1:00 p.m. – Midnight
- 2.2.2 Hemming Stage: 1:00 p.m. – Midnight
- 2.2.3 Landing Stage: 1:00 p.m. – Midnight

2.3 May 28, 2017:

- 2.3.1 Main Stage: 1:00 p.m. – 11:00 p.m.
- 2.3.2 Hemming Stage: 1:00 p.m. – 11:00 p.m.
- 2.3.3 Landing Stage: 1:00 p.m. – 8:30 p.m.

2.4 *2018 – 2021 dates TBD, historically the event is Friday – Sunday over Memorial Day Weekend.

3. REQUIRED EQUIPMENT:

3.1 MAIN STAGE:

3.1.1 Staging shall include:

- 3.1.1.1 Mobile Stage Deck and Stage Wings with roof covering entire stage deck performance area – Total must not exceed 105' wide x 50' deep
  - 3.1.1.1.1 Stage width: 50'-65'
  - 3.1.1.1.2 Stage depth: 40'-50'
  - 3.1.1.1.3 Wing width: 20'-24'
  - 3.1.1.1.4 Wing depth: 28'-48'
  - 3.1.1.1.5 4'-6' high, with skirting and safety rail
  - 3.1.1.1.6 (2) sets of stairs
  - 3.1.1.1.7 (1) loading ramp
- 3.1.1.2 10'x24' FOH deck perpendicular to the stage direction, with stairs.
  - 3.1.1.2.1 10'x12' audio forward, 3' high
  - 3.1.1.2.2 10'x12' lights rear, 5' high
- 3.1.1.3 (2) 8'x8' rolling riser, 12" high

3.1.1.4 (2) 8'x8' rolling riser, 18" high

3.1.1.5 Spotlight platform, 12' or higher, capacity to hold two spotlights

3.1.1.5.1 City rented heavy equipment (such as scissor lifts) may not be used for spot light towers. If using heavy equipment (such as scissor lifts), bidder must provide.

3.1.1.6 All rigging, scaffolding, skirting, and ballasts

3.1.1.7 A knowledgeable and qualified stage representative on property at all times

3.1.1.8 20'x20' stage right wing tent for monitor/tech areas

3.1.1.9 20'x20' stage left wing tent for monitor/tech areas

3.1.1.10 20'x20' FOH covering

3.1.1.10.1 Tent may not be branded with any logos, and must be plain in color, unless included as sponsorship.

3.1.1.11 40' x 30' black blow through backdrop to be hung on an independent truss or pipe for quick removal during inclement weather.

3.1.1.12 All motors, controls, cables, and rigging

3.1.1.13 Wind meter with monitoring equipment

3.1.1.14 Fire extinguisher

3.1.1.15 All labor for setup and strike for successful installation and removal of stage. Union labor will not be provided.

3.1.2 Stage to be independent of local infrastructure (in compliance with submitted diagrams). If water ballasts are being proposed, written approval to be obtained prior acceptance of bid. The stage is being built within the surface parking lot at the corner of Main Street and Adams Street in Downtown Jacksonville, Florida and may be uneven or on an incline. Staking is NOT permitted.

3.2 MAIN STAGE SOUND & LIGHTING:

3.2.1 Sound shall include:

3.2.1.1 Flown line-array concert sound system adequate for 12,500 people over three blocks including all of the hardware needed to fly the PA.

3.2.1.1.1 PA system must include complete flown line-array concert sound system.

3.2.1.2 Digital front of house mixing console with no less than 48 inputs.

3.2.1.3 Standard processing and effect racks.

3.2.1.4 A full monitor system with up to 24 separate mixes and wedges, including drum fill

3.2.1.5 ClearCom communication system

3.2.1.6 Full selection of industry standard microphones and stands, wired and wireless for multiple act show

3.2.1.6.1 (1) Neumann KM Series Vocal Microphone is required

3.2.1.7 Full selection of industry standard in-ear supported monitor system

3.2.1.8 Sound monitoring decibel level device

3.2.1.9 All cabling, feeder, digital snakes, racks, amplifiers, power distribution, and cable ramps.

3.2.1.9.1 City will not provide cable ramps. all cables must be covered.

3.2.2 Lighting shall include:

3.2.2.1 All consoles, dimmers, power distribution, cabling, rigging, hardware, and gels

3.2.2.2 120k par can system

3.2.2.3 Minimum four (4) bars of ACL's

3.2.2.4 Minimum two (2) spotlights

3.2.2.5 Minimum two (2) audience blinders

3.2.2.6 Minimum eight (8) Lekos

3.2.2.7 Minimum Twelve (12) automated luminaire yoke style lights or moving stage wash lights (intelligent lighting)

3.2.2.8 Minimum (2) Stage hazers

3.2.2.9 Sound wing banner lights on top and bottom, both sides of stage

3.2.2.10 Two (2) Lekos on 10' booms, size B gobo long throw lenses

3.2.3 Labor to include:

3.2.3.1 The following Technicians should be used for Hemming Park stage:

3.2.3.1.1 Audio Technician 1- FOH

3.2.3.1.2 Audio Technician 2- Monitor

3.2.3.1.3 Audio Technician 3- Input

3.2.3.1.4 Lighting Technician- FOH

3.2.4 **Main Stage:** Load in begins Wednesday, May 24, 2017 no earlier than 7:00 p.m. Load in must be complete by 6:00 p.m. on Thursday, May 25, 2017. Show begins Friday, May 26 at 4:00 p.m. Load Out will commence immediately after the last performance on Sunday, May 28 and complete by Monday, May 29 no later than 3:00 p.m.

3.3 LANDING STAGE:

3.3.1 Staging shall include:

3.3.1.1 Existing stage is 32'W x 20'D x 3'H including 2 - 8'x 8' rolling risers. The roof CAN NOT support weight.

3.3.1.1.1 Vendor must provide additional stage risers 32'W X 4'D to extend existing stage

3.4 LANDING SOUND & LIGHTING:

3.4.1 Sound will be run from existing FOH position under the Landing staircase.

3.4.2 Sound shall include:

3.4.1.1 Stacked line-array concert sound system adequate for 4,000 people with digital console

3.4.1.2 Including all of the standard processing and effects racks

3.4.1.3 Scaffolding for PA to be stacked

3.4.1.4 A full monitor system with up to 16 separate mixes, wedges and a full complement of microphones.

3.4.1.5 ClearCom communication system

3.4.1.6 Sound monitoring decibel level device

3.4.3 Lighting shall include:

3.4.3.1 Basic lighting will be ground supported. There is existing par can lighting system to tie into (12k front and 12k back). In the past, we have used pipe and base with light bars placed on the ground. There is no room on the stage for lifts or large trussing. Do not hang lighting from stage roof.

3.4.3.1.1 (1)Basic lighting package to support existing lighting instruments

3.4.3.1.2 (1) Lighting board

3.4.4 Labor to include:

3.4.4.1 The following Technicians should be used for Hemming Park stage:

3.4.4.1.1 Audio Technician 1- FOH

3.4.4.1.2 Audio Technician 2- Monitor

3.4.4.1.3 Audio Technician 3- Input

3.4.4.1.4 Lighting Technician- FOH

3.4.5 **Jacksonville Landing:** Load in begins Thursday morning, May 25, 2017. Load in must be complete by 6:00 p.m. on Thursday, May 25. Show begins Friday, May 26 at 4:00 p.m. Load Out will commence immediately after the last performance on Sunday, May 28 and complete by Monday, May 29 no later than 3:00 p.m.

3.5 HEMMING PARK STAGE:

3.5.1 Staging shall include:

3.5.1.1 Mobile Stage Deck and Stage Wings with roof covering entire stage deck performance area – Total must not exceed 40' wide x 32' deep

3.5.1.2 Stage width: 36'-40'

3.5.1.3 Stage depth: 28'-32'

3.5.1.4 Wing width: 12'-16'

3.5.1.5 Wing depth: 12'-32'

3.5.1.6 4'-6' high, with skirting and safety rail

3.5.1.7 (2) sets of stairs

3.5.1.7.1 (1) loading ramp

3.5.1.8 15'x15' FOH tent

3.5.1.9 Two 10'x10' tents for stage right and stage left

3.5.1.10 (2) 8'x8' rolling risers, 12" high

3.5.1.11 Spotlight platform, minimum 10' – 12' high, capacity to hold two spotlights

3.5.1.11.1 City rented heavy equipment (such as scissor lifts) may not be used for spot light towers

3.5.1.12 All rigging, scaffolding, skirting, and ballasts

3.5.1.13 A stage representative on property at all times

3.5.1.14 All labor for setup and strike

3.5.1.15 Black blow through backdrop to be hung on an independent truss or pipe for quick removal during inclement weather.

3.5.1.16 Wind meter with monitoring equipment

3.5.1.17 Fire extinguisher

3.5.1.18 All motors, controls, cables, and rigging

3.5.1.19 15'x15' FOH covering

3.5.1.19.1 Tent may not be branded with any logos, and must be plain in color, unless included as sponsorship.

3.5.2 Stage to be independent of local infrastructure (in compliance with submitted diagrams). If water ballasts are being proposed, written approval to be obtained prior acceptance of bid. The stage is being built within the existing concrete stage area within Hemming Park in Downtown Jacksonville, Florida. Staking is NOT permitted.

3.6 **HEMMING PARK STAGE SOUND & LIGHTING:**

3.6.1 Sound shall include:

3.6.1.1 Flown line-array concert sound system adequate for 5,500 people over one square block including all of the hardware needed to fly the PA.

3.6.1.2 Digital front of house mixing console with no less than 48 inputs.

3.6.1.3 Standard processing and effect racks.

3.6.1.4 A full monitor system with up to 16 separate mixes and wedges, including drum fill

3.6.1.5 ClearCom communication system

3.6.1.6 Full selection of industry standard microphones and stands, wired and wireless for multiple act show

3.6.1.6.1 (1) Neumann KM Series Vocal Microphone is required

3.6.1.7 Full selection of industry standard in-ear monitor supported system

3.6.1.8 All cabling, feeder, snakes, racks, amplifiers, power distribution, and cable ramps.

3.6.1.8.1 City will not provide cable ramps, all cables must be covered.

3.6.1.9 Sound monitoring decibel level device

3.6.2 Lighting shall include:

3.6.2.1 All consoles, dimmers, power distribution, cabling, rigging, hardware, and gels

3.6.2.2 A 60k par can system

3.6.2.3 Minimum two (2) bars of ACL's

3.6.2.4 Minimum two (2) spotlights

3.6.2.5 Minimum two (2) audience blinders

3.6.2.6 Minimum six (6) Lekos

3.6.2.7 Minimum six (6) automated luminaire yoke style lights or moving stage wash lights (intelligent lighting)

3.6.2.8 Minimum one (1) Stage hazer

3.6.3 Labor to include:

3.6.3.1 The following Technicians should be used for Hemming Park stage:

3.6.3.1.1 Audio Technician 1- FOH

3.6.3.1.2 Audio Technician 2- Monitor

3.6.3.1.3 Audio Technician 3- Input tech

3.6.3.1.4 Lighting Technician- FOH

3.6.4 **Hemming Park:** Load in begins Wednesday morning, May 24, 2017. Load in must be complete by 6:00 p.m. on Thursday, May 25. Show begins Friday, May 26 at 4:00 p.m. Load Out will commence immediately after the last performance on Sunday, May 28 and complete by Monday, May 29 no later than 3:00 p.m.

4. SPONSORSHIP:

In considerations of significant discounts, sponsorship opportunities are available for any company providing complete bid as a whole package.

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: 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 award from October 1, 2017 through date of renewal.

Recommend approval to utilize the first (1) of four (4) renewal options 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, 2018, with three (3), one (1) year renewal options remaining. Total expenditure for this period not-to-exceed $100,000.00, with a revised award expenditure not-to-exceed $200,000.00.

Funding for this award to be encumbered by account SPET01ASE-04938-EVT006-18 / PRSE134SE-04904, to be executed by purchase order(s).

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

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED: For – 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 3 MEMBERS DISAPPROVING Ø DATE: 2/15/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 2/15/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

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: 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 reject Southern Sound and Lighting, for failing to sign the Bid Form as required in the Supplemental Conditions, not providing the qualifications of all principle technicians involved, and not submitting engineering specs and drawings for all stages included in the bid as requested in the Requirements of the Terms and Conditions.

Recommend approval to reject AVL Productions for bidding a roof and deck system at the Main Stage instead of a mobile stage as required in the Specifications and for failing to provide a detailed list and quantities of the requested heavy equipment needs for production purposes from the City of Jacksonville as requested in the Requirements of the Terms and Conditions.

Recommend approval to reject Toes in the Sand Productions, LLC., for not submitting the detailed technician schedule, or failing to provide a detailed list and quantities of the requested heavy equipment needs for production purposes from the City of Jacksonville as requested in the Requirements of the Terms and Conditions, and for failing to acknowledge Addendum One.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, 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 is from date of award through September 30, 2017 with four (4) one (1) year renewal options. Total annual expenditure not-to-exceed $100,000.00.

Funding for this award to be encumbered by account SPET01ASE-04938, to be executed by purchase order(s).

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

ANALYST: CHELSEY RENFROE **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 3 MEMBERS DISAPPROVING Ø DATE: 4/27/17

Teresa R. Eichner OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/27/17

APPROVED DISAPPROVED Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

OTHER

SIGNATURE OF AUTHENTICATION

QWS3270X 4/9/2018 8:05 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 04/09/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 8:05 AM

FISCAL MO/YEAR : 07 2018 CURRENCY CODE :
INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 04938 MISCELLANEOUS SERVICES & CHARGES
PROJECT : EVT006 JAZZ FESTIVAL
PROJECT DETAIL : 18 JAZZ FESTIVAL - FY18
GRANT :
GRANT DETAIL :
USER CODE :

S	APR 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	394,174.00	394,174.00
EXPENDITURES	21,000.00	74,154.06	74,154.06
ENCUMBRANCES	15,000.00	74,447.11	74,447.11
PRE-ENCUMBRANCES	.00	3,550.78	3,550.78
REMAINING BALANCE	-36,000.00	242,022.05	242,022.05

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

G014 - RECORD FOUND

QWS3270X 4/9/2018 8:06 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 04/09/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 8:06 AM

FISCAL MO/YEAR : 07 2018 CURRENCY CODE :
INDEX CODE : PRSE134SE SPECIAL EVENTS
SUBOBJECT : 04904 TRUST FUND AUTHORIZED EXPENDITURES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	APR 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	637,618.92	15,989,366.38
EXPENDITURES	47,994.86	473,723.66	14,219,258.19
ENCUMBRANCES	-4,914.86	93,445.23	122,312.64
PRE-ENCUMBRANCES	78,508.22	78,508.22	78,508.22
REMAINING BALANCE	-121,588.22	-8,058.19	1,569,287.33

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

G014 - RECORD FOUND