SUBJECT: RENTAL OF TENTS, TABLES AND SPECIAL EVENT ITEMS

BID #: SC-0211-19 **OPEN DATE:** 09/26/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2019 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SPORTS AND ENTERTAINMENT DIVISION

BASIS OF AWARD: ALL OR NONE - LOWEST, RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 8 **NUMBERS RECEIVED:** 3 **OTHER** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject United Rent-All of North East Florida, Inc. for not signing and returning the required Bid Form, Conflict of Interest statement and acknowledging addendums 1 and 2.

Recommend approval of award to Presentation Resource, Inc. as the lowest responsive, responsible bidder, to provide Tents, Tables and Special Event Items for the Office of Special Events. The initial period is from date of award through September 30, 2019 with three (3) one (1) year renewal options. Total expenditure not-to-exceed $304,012.50.

Funding for this award to be encumbered by account SPET01ASE-04402/04938 & PRSE134SE-04904 to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Rejection Letter, Tabulation, Terms and Conditions.

ANALYST: Marleen Doran
MARLEEN DORAN

RESPECTFULLY SUBMITTED Greg Pease
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager

(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 _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Office of Special Events
117 W. Duval Street
Jacksonville, FL 32202
(904) 630-3690
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Gregory Pease, Chief of Procurement**

FROM: **Brent Fine, Special Events Manager** BF

SUBJECT: **SC-0211-19, Rental of Tents, Tables & Special Event Items**

DATE: **September 27, 2018**

The Office of Special Events recommends award of Bid Number SC-0211-19 to the lowest responsive, responsible bidder, Presentation Resource, Inc. Period of service is from date of award through September 30, 2019 with three (3) one (1) year renewal options.

Vendor Name	Bid
All About Events	$376,816.00
Presentation Resource, Inc.	$304,012.50
United Rent-All of North East Florida, Inc.	Bid Rejected – Vendor did not sign and return the required Bid Form, Conflict of Interest statement and addendums.

Expenditures not expected to exceed $304,012.50 and payment will be processed by purchase order.

Funding Source: SPET01ASE-04402/04938 & PRSE134SE-04904

Attachments:

- **SC-0211-19, Bid Tabulation Sheet**

Doran, Marleen

From: Doran, Marleen
Sent: Thursday, September 27, 2018 3:29 PM
To: 'United Rent - All'
Subject: Bid SC-0211-19
Attachments: SC-0211-19 Rejection.pdf

Please see attached Rejection Letter. Please let me know if you have any further questions.

Regards,

Marleen Doran

Procurement Analyst

214 N. Hogan Street, Suite 800

Jacksonville, Florida 32202

(904) 255-8835

www.coj.net

CITY OF JACKSONVILLE

PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

September 27, 2018

4743 Blanding Boulevard
Jacksonville, Florida 32210

NOTIFICATION OF FORMAL BID REJECTION

BIDDERS' NAME: United Rent-All of North East Florida, Inc.

CONTACT NAME: Chris

BID NUMBER: SC-0211-19

NAME OF BID: Rental of Tents, Tables and Special Event Items

DATE OPENED: September 26, 2018

REASON FOR REJECTION:

Recommend approval to reject vendor for not signing and returning the required Bid Form, Conflict of Interest statement and not acknowledging addendums 1 and 2.

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, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marleen M. Doran
MARLEEN M. DORAN

Title: RENTAL OF TENTS, TABLES & SPECIAL EVENT ITEMS
Bid # SC-0211-19
Bid Date: 9/26/18
Buyer: Marleen Doran
No. Invited: 8 No. Received: 3 No Bids: 1
Recorded By: RENATA BARNETT

				All About Events		PRI Productions		United Rent-All of North East Florida, Inc. (Rejected)	
ITEM	DESCRIPTION	Est. QTY	UoM	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	Tent; 10 X 10 Pop Up with adequate weights (canopy) Tent	50	EA	$95.00	$4,750.00	$50.00	$2,500.00		
2	Tent; 30 X 30 Tent with adequate weights Frame or high peak tent	10	EA	$905.00	$9,050.00	$500.00	$5,000.00		
3	Tent; 20 X 40 Tent with adequate weights Frame or high peak tent	50	EA	$679.00	$33,950.00	$500.00	$25,000.00		
4	Tent; 20 X 20 Tent with adequate weights Frame or high peak tent	150	EA	$399.00	$59,850.00	$275.00	$41,250.00		
5	Tent; 15 X 15 Tent with adequate weights Frame or high peak tent	75	EA	$245.00	$18,375.00	$200.00	$15,000.00		
6	Tent; 10 X 20 Tent with adequate weights Frame or high peak tent	20	EA	$275.00	$5,500.00	$175.00	$3,500.00		
7	Tent; 10 X 10 Tent with adequate weights Frame or high peak tent	40	EA	$195.00	$7,800.00	$125.00	$5,000.00		
8	Chair: Padded folding White	7000	EA	$2.75	$19,250.00	$2.25	$15,750.00		
9	Chair: Folding Samsonite Black or White	2000	EA	$1.45	$2,900.00	$1.25	$2,500.00		
10	Chair: Bar Stool	150	EA	$6.95	$1,042.50	$5.00	$750.00		
11	Table; 36" Round	20	EA	$7.95	$159.00	$8.00	$160.00		
12	Table; 48" Round	100	EA	$7.95	$795.00	$7.00	$700.00		
13	Table; 60" Round	50	EA	$8.95	$447.50	$8.00	$400.00		
14	Table; 60" Round Half	10	EA	$11.95	$119.50	$8.00	$80.00		
15	Table' 4' folding	40	EA	$7.95	$318.00	$2.00	$80.00		
16	Table; 8' rectangular table	600	EA	$8.95	$5,370.00	$8.00	$4,800.00		
17	Table; 6' rectangular table	100	EA	$7.95	$795.00	$8.00	$800.00		
18	Table; 6' rectangular classroom	60	EA	$9.95	$597.00	$8.00	$480.00		
19	Table; 30"-36" round cocktail (high)	200	EA	$9.95	$1,990.00	$10.00	$2,000.00		
20	Table; 30"-36" round cocktail (Low)	100	EA	$7.95	$795.00	$8.00	$800.00		

21	Table, 7' Serpentine	20	EA	$10.95	$219.00	$8.00	$160.00		
22	Table Set; Umbrella Table Set	40	SET	$95.00	$3,800.00	$60.00	$2,400.00		
23	Stage; 4' X 8' sections Various height options, up to 4' high	50	EA	$70.00	$3,500.00	$75.00	$3,750.00		
24	Stage; Railing sections For use on stage when higher than 2' Pricing per foot	40	EA	$3.25	$130.00	$2.00	$80.00		
25	Stage; Stage Stairs	20	EA	$40.00	$800.00	$25.00	$500.00		
26	Tent Walls; solid white Pricing per foot	15000	FT	$1.25	$18,750.00	$1.50	$22,500.00		
27	Tent Walls; solid clear Pricing per foot	400	FT	$2.45	$980.00	$2.00	$800.00		
28	Tent Wall; solid white with windows Pricing per foot	400	FT	$2.40	$960.00	$1.75	$700.00		
29	Lighting; festival string lighting Pricing per foot	2000	FT	$1.49	$2,980.00	$1.50	$3,000.00		
30	Fencing; white picket; fencing must be zip tied together with clear/white zip ties Pricing per foot	3000	FT	$3.32	$9,960.00	$3.00	$9,000.00		
31	Pipe & Drape; 6' height; Pricing per linear foot	100	LF	$0.00	$0.00	$0.00	$0.00		
32	Pipe & Drape; 8' height; Pricing per linear foot	100	LF	$2.50	$250.00	$3.00	$300.00		
33	Pipe & Drape; 10' height; Pricing per linear foot	100	LF	$6.50	$650.00	$12.00	$1,200.00		
34	Black out Drape; 6' panels; Pricing per linear foot	20	LF	$2.50	$50.00	$18.00	$360.00		
35	Interlocking DuraDeck flooring (outdoor use); Black or grey Pricing per square foot	2000	SQFT	$2.00	$4,000.00	$1.00	$2,000.00		
36	Interlocking Terraplast flooring (indoor/outdoor use); Pricing per square foot	4000	SQFT	$2.00	$8,000.00	$1.00	$4,000.00		
37	Red Carpet Aisle Runner; 3' wide 25' long	4	EA	$50.00	$200.00	$50.00	$200.00		
38	Tensabarrier	40	EA	$15.00	$600.00	$20.00	$800.00		
39	Red rope with stanchion	30	EA	$28.00	$840.00	$15.00	$450.00		
40	Fan; Tent fan Clip to tent leg	50	EA	$24.95	$1,247.50	$20.00	$1,000.00		
41	Mushroom Heater; Includes (1) full propane tank	40	EA	$99.00	$3,960.00	$100.00	$4,000.00		

42	Pyramid Heater; Includes (1) full propane tank	10	EA	$149.00	$1,490.00	$100.00	$1,000.00		
43	Bar; 8' White Acrylic	20	EA	$215.00	$4,300.00	$200.00	$4,000.00		
44	Custom logo; on 8' White Acrylic bar	20	EA	$200.00	$4,000.00	$50.00	$1,000.00		
45	Chairs; Chiavari	400	EA	$6.95	$2,780.00	$7.00	$2,800.00		
46	Carpet; Black Per square foot	50	SQFT	$2.00	$100.00	$1.25	$62.50		
47	Chair; Black executive with wheels	20	EA	$5.00	$100.00	$25.00	$500.00		
48	Table, Picnic Wooden	50	EA	$25.00	$1,250.00	$50.00	$2,500.00		
49	Table, Small LED Cube • Depth: 21 - 25 in • Width: 21 - 25 in • Height: 21 - 25 in	20	EA	$35.00	$700.00	$50.00	$1,000.00		
50	Table, Tall LED Cube • Depth: 21 - 25 in • Width: 21 - 25 in • Height: 40 - 44 in	40	EA	$50.00	$2,000.00	$75.00	$3,000.00		
51	Lounge seating; black or white leather chair	10	EA	$119.00	$1,190.00	$75.00	$750.00		
52	Lounge seating; black or white leather couch	6	EA	$357.00	$2,142.00	$325.00	$1,950.00		
53	Lounge seating; black or white leather ottoman	6	EA	$109.00	$654.00	$75.00	$450.00		
54	LABOR – REGULAR HOURS (AS DEFINED BELOW) *Monday-Saturday, 7:00 am – 8:00 pm	2500	PER HOUR	$25.00	$62,500.00	$22.50	$56,250.00		
55	LABOR – OVERTIME/HOLIDAY HOURS (AS DEFINED BELOW) *Sundays; Monday-Saturday, 8:00 pm – 7:00 am *Holiday hours to reflect City Observed Holidays, not including Police Memorial Day	1500	PER HOUR	$39.00	$58,500.00	$30.00	$45,000.00		
			TOTAL	**$376,816.00**		**$304,012.50**		**$0.00**	

TERMS:	Net 30	Net 30	
DELIVERY:	15 days	1 day	
CONFLICT OF INTEREST:	X	X	
INSURANCE ACKNOWLEDGEMENT FORM:	X	X	
LIST 3 MAJOR EVENTS THAT COMPANY HAS SUPPLIED EQUIPMENT FOR W/IN LAST 3 YEARS:	X	X	
APPLICABLE LOCAL BUSINESS LICENSE:	No	X	
ADDENDUMS (2)	1	X	

NOTES:			

TERMS AND CONDITIONS

RENTAL OF TENTS, TABLES AND SPECIAL EVENT ITEMS

1. SCOPE

The Sports and Entertainment Division, 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 Rental of Tents, Tables and Special Event Items as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s). Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. 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, 2019, 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. MINIMUM REQUIREMENTS

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

a. Vendor shall provide proof of applicable local business license.

b. Vendor shall list at least three major events your company has provided event equipment for within the last three years.

5. PRE-BID CONFERENCE

A Mandatory pre-bid meeting will be held on Wednesday, September 12, 2018 at 1:30P.M. located at 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 NUMBER IS 904-630-1211

CONFERENCE BRIDGE PASSWORD IS 12345 THEN # (POUND)

5. 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).

6. 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 add or delete items, or increase the volume of items required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

7. DELIVERY

Vendors must be able to deliver and set up tents, tables, chairs and other supplied equipment according to site map supplied by the Office of Special Events, and must coordinate with Special Events coordinator for site location of delivery, set up and removal of equipment according to time line. Due to the nature of the events, last minute equipment additions may occur.

Within thirty (30) days of the event at a mutually agreeable time between the City and Vendor, a logistical meeting is to take place. During this meeting, often a walk-through, the City will provide the event layouts, tentative delivery schedule and logistical details. At this time, Vendor should provide the City with the point-person representing the Vendor at set-up and tear-down of equipment.

When all equipment has been installed by the vendor, a final walk-through meeting must be conducted onsite between the Vendor and designated City event staff. This meeting will confirm all services are complete and meet the quality standards as outlined in this bid document. If it is determined in the final walk-through that further work is required, Vendor is to remain onsite to complete the tasks accordingly and shall notify the City event staff once completed.

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, date and time of removal/strike, quantity ordered, unit prices, and unit of measure. If deliveries shall occur over multiple days, packing list should indicate delivery date of each item. Packing list must be delivered to the Event Command or given to designated City event staff on the day of delivery.

8. 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.

9. PRICES

A. EQUIPMENT

Vendors must supply one rate for the rental of all equipment regardless of the duration of the event. All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents. Rates should not include onsite setup or strike labor as this will be billed per onsite labor hour (see "LABOR" below). Daily, weekly and holiday rates are to be the same. All pricing should be inclusive of a 1 – 5 day rental.

B. LABOR

Vendors must supply labor rates. Labor is to be charged only for the duration that work is performed onsite at the event. This includes onsite setup, onsite changes at the request of the City, onsite strike. Labor shall not be charged for any work not performed onsite such as loading or unloading trucks at company warehouse, travel to or from event site, adjusting or fixing faulty or misplaced equipment which is the fault of Company, etc.

10. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the equipment 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 24 hours of notification at no charge to the City or its agencies.

11. 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.

12. INVOICING

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, and time of delivery/setup, date and time of removal/strike, quantity ordered, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: Special Events, 117 W. Duval Street, Jacksonville, Florida 32202, Attn: Krista Alford, Finance Manager and emailed to KAlford@coj.net and Bfine@coj.net.

13. 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, but no less than 30 days before start of event. Bid number should be listed on certificate.

14. 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.

15. SUPPLIER ACCESSIBILITY

The City or its representatives 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. Supplier must be available 24 hours a day while rental equipment is onsite at an event and is responsible for notifying the City representative at 904-630-3690 or by City email on how to contact supplier during this period.