SUBJECT: **MANAGEMENT AND MAINTENANCE OF CECIL COMMERCE CENTER**

BID # ESC-0649-14 OPEN DATE: 10/01/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Evaluation- One (1) Year Period from Date of Award with Five (5), One (1) Year Renewal Options

AGENCY: Parks, Recreation and Community Services

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 31 **NUMBER OF BIDS RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify award from January 1, 2018 through date of award.

Recommend approval to utilize the third (3) of five (5) renewal options with V.T. Griffin Services to continue providing management and maintenance services for Cecil Field Commerce Center. Period of service is from date of award through December 31, 2018. Total annual expenditure requested for this period is $608,810.04, with a total contract expenditure not-to-exceed $2,435,240.16.

Funding for this award to be encumbered by account RPCM1DACF-03410 to be executed by contract amendment through the Office of General Counsel (Contract #7846-03).

Attachments: Recommendation Memo, Vendor Letter, Evaluation Results, Bid Tabulation, Previous Awards

BUYER _____ RESPECTFULLY SUBMITTED _____
CHELSEY FLEMING **GREGORY PEASE, CHIEF PROCUREMENT DIVISION**

CONCURRENCE BY: **KEITH MEYERL, CHIEF OF RECREATION AND COMMUNITY PROGRAMMING DIVISION**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC 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

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

ONE CITY. ONE JACKSONVILLE.

December 28, 2017

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Keith Meyerl, Chief
Recreation and Community Programming Division

RE: **ESC-0649-14 Management and Maintenance of Cecil Field Commerce Center Third Renewal Recommendation**

The Parks, Recreation and Community Services Department respectfully recommends approval to exercise the third of five renewal opt ions with V. T. Griffin Services to continue to provide management and maintenance of Cecil Field Commerce Center with the annual expenditure in the amount of $608,810.04 from January 1, 2018 – December 31, 2018. Ratification is request effective 12/31/17 in order to maintain continuity of services.

The not-to-exceed maximum indebtedness will be increased to $2,435,240.16, Master Blanket 503942. Funding will be from RPCM1DACF 03410.

Your assistance in concurring with this recommendation for the respective award would be appreciated.

If you have any questions or if further information is required, please contact Renée Harriman (255-8294).

KM/rlh

Attachment: Renewal Letter from VT Griffin Services
Latest Award Copy ESC-0649-14

cc: Claire Stine, Finance Manager
Chelsey Fleming, Purchasing Analyst

VT Griffin
6112 New World Avenue
Jacksonville, FL 32221

Tel 904.777.1900
Fax 904.777-0097

VT Group

December 28, 2017

Mr. Keith Meyerl
Division Chief
214 N. Hogan Street
4th Floor
Jacksonville, Florida 32202

Re: Aquatic Center/Gym/Ball Park Maintenance Budget Estimate RFP ESC-0649-14 Agreement between JaxParks and VT Group; Management and Maintenance/Caretaker Support at Cecil Commerce Center

Dear Mr. Meyerl:

VT Griffin requests to renew RFP ESC-0649-14 for the Cecil Aquatics Center, Gymnasium, Lake Fretwell Park, Cecil Tennis Courts, and New World Park with the following modifications: 1) VT to relinquish service of the Aquatic Softball Complex with a scheduled value deduction of $14,000.00 in scope and services bringing the contract amount to $594,810.00. 2} a contract increase of 2.35% of the remaining balance in the contract (first request for a increase in contract value in 3 years), increasing the remaining contract value by $14,000.00, bringing the total value to $608,810.00. We will continue to go the extra mile on services that we provide to the other facilities and look forward to another year being a service provider for Parks and Recreation.

Please add an additional $608,810.00 for the third option year starting January 1, 2018 through December 31, 2018.

$608,810.00 Base Contract
$14,000.00 Deduction of Scope
$594,810.00 Revised Base Contract
$14,000.00 Contract cost increase of 2.35%
$608,810.00 3rd option year Contract Amount

Should you have any questions, please call me at (904) 777-1900, extension 11.

Sincerely,

for J. Jelsma

James D. Jelsma
CGC #061080
VT Group Project Manager

ESC-0649-14

Management and Maintenance of Cecil Field Commerce Center

Evaluation Criteria Results

		VT Griffin	Onas Corp	M.Y. Contractors	NE Fla Equestrian Society
Competence	25	24	13	12	21
		24	12	10	22
		24	12.5	11	21.5
Maintenance	25	24	17	10	22
		24	16	8	23
		24	16.5	9	22.5
Financial	25	22	0	16	22
		23	0	15	23
		22.5	0	15.5	22.5
Cost	25	18	21	22	17
		18	21	22	16
		18	21	22	16.5
		88.5	**50**	**57.5**	**83**

TITLE:	MANAGEMENT AND MAINTENANCE OF PARKS AT CECIL COMMERCE CENTER	VT Griffin Services		Onas Corporation		M.Y. Contractors		Northeast Florida Equestrian Society	
BID NO:	ESC-0649-14								
OPEN DATE:	October 1,.2014								
ANALYST:	AMY COLE								
No. Invited:(34)	No. Received (4) No Bids: (0)								
Recorded By:									
		Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
Recreation Center/Community Center		$ 32,140.39	$ 385,684.68	$ 15,666.00	$ 187,992.00	$ 14,612.50	$ 175,350.00	$ 31,278.00	$ 375,336.00
Cecil Gym & Fitness Center		$ 8,985.43	$ 107,825.16	$ 8,833.00	$ 105,996.00	$ 14,612.50	$ 175,350.00	$ 15,639.00	$ 187,668.00
Lake Fretwell Park		$ 3,751.76	$ 45,021.12	$ 6,750.00	$ 81,000.00	$ 4,181.50	$ 50,178.00	$ 2,606.00	$ 31,272.00
New World Park		$ 3,751.76	$ 45,021.12	$ 5,708.00	$ 68,496.00	$ 4,181.50	$ 50,178.00	$ 1,043.00	$ 12,516.00
Lake Newman Facility		$ 2,104.83	$ 25,257.96	$ 5,708.00	$ 68,496.00	$ 4,181.50	$ 50,178.00	$ 1,564.00	$ 18,768.00
Extended Total		$ 608,810.04		$ 511,980.00		$ 501,234.00		$ 625,560.00	
PARTICIPATION GOAL:		Yes - Listed*		JSEB*		JSEB*		Yes - Listed*	
CONFLICT OF INTEREST:		Yes		Yes		Yes		Yes	
ADDENDUMS (3):		Yes		Yes		Yes		Yes	

*Confirming with EBO

SUBJECT: **MANAGEMENT AND MAINTENANCE OF CECIL COMMERCE CENTER**

BID # ESC-0649-14 OPEN DATE: 10/01/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Evaluation- One (1) Year Period from Date of Award with Five (5), One (1) Year Renewal Options

AGENCY: Parks, Recreation and Community Services

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 31 **NUMBER OF BIDS RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify award from January 1, 2017 through date of award.

Recommend approval to utilize the second (2) of five (5) renewal options with V.T. Griffin Services to continue providing management and maintenance services for Cecil Field Commerce Center. Period of service is from date of award through December 31, 2017. Total annual expenditure requested for this period is $608,810.04, with a total contract expenditure not-to-exceed $1,826,430.12.

Funding for this award to be encumbered by account RPCM1DACF-03410 to be executed by contract amendment through the Office of General Counsel (Contract #7846-03).

Attachments: Recommendation Memo, Vendor Letter, Evaluation Results, Bid Tabulation, Previous Awards

BUYER _____ RESPECTFULLY SUBMITTED _____
CHELSEY RENFROE **GREGORY PEASE, CHIEF PROCUREMENT DIVISION**

CONCURRENCE BY: **KEITH MEYERL, CHIEF OF RECREATION AND COMMUNITY PROGRAMMING DIVISION**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 1/12/17

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 1/12/17

MK APPROVED _____ DISAPPROVED: _____

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

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: MANAGEMENT AND MAINTENANCE OF CECIL COMMERCE CENTER

BID # ESC-0649-14 OPEN DATE: 10/01/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Evaluation- One (1) Year Period from Date of Award with Five (5), One (1) Year Renewal Options

AGENCY: Parks, Recreation and Community Services

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 31 **NUMBER OF BIDS RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) of five (5) renewal options with V.T. Griffin Services to continue providing management and maintenance services for Cecil Field Commerce Center. Period of service is from January 1, 2016 through December 31, 2016. Total annual expenditure requested for this period is $608,810.04, with a total estimated expenditure not-to-exceed $1,217,620.08.

Funding for this award to be encumbered by account RPCM1DACF-03410 to be executed formal contract amendment #2 through the Office of General Counsel (Contract #7846-03).

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

BUYER _____ CHELSEY RENFROE

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: SHERRY WILSON, CHIEF OF RECREATION AND COMMUNITY PROGRAMMING DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 11-19-15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 11/19/15

MR APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: MANAGEMENT AND MAINTENANCE OF CECIL COMMERCE CENTER

BID # ESC-0649-14 OPEN DATE: 10/01/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
EVALUATION- ONE (1) YEAR PERIOD FROM DATE OF AWARD WITH THE OPTION TO RENEW FOR UP TO FIVE (5) ADDITIONAL ONE (1) YEAR PERIODS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 31 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend award dated 10/17/14, to change begin date, from "date of award" to "date of execution", vendor name VT Griffin Services. The revised Period of Service will be from January 1, 2015 through December 31, 2015 due to time that was required to have contract drafted and executed. No other changes needed.

Attachments: Recommendation Memo, Previous Award

BUYER MARILYN LADLER RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Sherry Wilson, Chief, Recreation and Community Programming Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 02/19/15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 2/24/15

APPROVED _____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

~~Cleveland Ferguson III~~
Cleveland Ferguson III, Officer
~~Deputy Chief Administrative Officer~~
For: Mayor Alvin Brown
~~Under Authority of Executive~~
Executive Order No. 2015-01

SUBJECT: Management and Maintenance of Cecil Commerce Center

BID NUMBER: ESC-0649-14 OPEN DATE: 10/01/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Evaluation – One (1) year period from date of award with the option to renew for up to five (5) additional one (1) year periods.

AGENCY: Parks, Recreation and Community Services

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: (31) NUMBER RECEIVED: (4) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS: Recommend approval of award to VT Griffin Services in the not to exceed amount of $608,810.04 for an initial one (1) year period from date of award with the option to renew for up to five (5) additional one (1) year periods. To be executed by formal contract through the Office of General Counsel and encumbered by purchase order.

ACCOUNT CODE: RPCMIDACF - 01410

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Evaluation Criteria, Contract Term, JSEB Verification, Account Inquiry.

Purchasing Analyst: Amy Cole
Amy Cole

Respectfully Submitted:
Gregory Hesse, Chief
Procurement Division

CONCURRENCE BY: Sherry Wilson, Division Chief, Parks, Recreation and Community Services

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 10/16/14

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 10/17/14

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION Karen Bowling
Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

ESC-0649-14	V.T. Griffin Services	
10/16/2014	$608,810.04	Award
11/19/2015	$608,810.04	1st Renewal
1/12/2017	$608,810.04	2nd Renewal
Pending	$608,810.04	3rd Renewal

$2,435,240.16 Total Award