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SUBJECT: JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID

BID #: ESC-0063-21 **OPEN DATE: 2021-03-03**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: COMPETITIVE SEALED PROPOSAL SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM THE DATE OF AWARD THROUGH SEPTEMBER 30, 2021, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: TO THE HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 121 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase the award by $60,000.00 with MediumFour, LLC for JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID. The amendment request is to include all Special Event related website needs to include Florida Georgia Website requirements with the same pricing and terms & conditions. Period of service will be from date of award through September 30, 2023 with four (4) one (1) year renewal options. The revised annual expenditure not to exceed $120,000.00. The revised total award expenditure not to exceed $240,000.00.

Funding Sources: 00113.133101.549040/548010 All Activities
10302.133101.549006.000000.00000000.00000.0000000, to be executed by purchase order releases POA-71039-21

Attachments: Recommendation Memo, Vendor Letter, Previous Awards

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

(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 T. Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7907
www.coj.net

ONE CITY. ONE JACKSONVILLE.

August 15, 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: Award request to ~~Piggy Back~~ Website Design, Implementation and Management for Special Events by MediumFour, LLC

The Department of Parks, Recreation and Community Services, Division of Sports and Entertainment respectfully requests The Division of Procurement grant an Award amendment to ~~Piggyback~~ the Medium Four Agreement POA-71039-21/ESC-0063-21 for Website Design, Implementation, and Management to include all Special Event related Website needs. Award term is requested to be from the date of the amended contract through September 30, 2023 with 4 one year annual renewals

Supplier agrees to the original terms of the agreement and to fulfill the Division Website needs under the same terms and conditions to include the Florida Georgia Website needs.

Amended award annual expenditures are not expected to exceed $120,000 with total agreement not to exceed a total of $240,000 and payments will be processed by purchase order released from POA-71039-21.

Funding Source: 00113.133101.549040/548010 All Activities
10302.133101.549006.000000.00000000.00000.0000000

Attachments: POA-714039-21 Agreement, Supplier Letter

JMK

CC: Rene'e Harriman, Parks, Recreation and Community Services Department
Jennifer Malice-Kelly, Sports & Entertainment Division

SUBJECT: JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID

BID #: ESC-0063-21 **OPEN DATE: 2021-03-03**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: COMPETITIVE SEALED PROPOSAL SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM THE DATE OF AWARD THROUGH SEPTEMBER 30, 2021, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: TO THE HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 121 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second of four (4) one (1) year renewal options with MediumFour, LLC for JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID. Period of service will be from October 1, 2022 through September 30, 2023. The requested annual expenditure not to exceed $60,000.00. The revised total award expenditure not to exceed $180,000.00.

Funding Sources: 00113.133101.549040.000000.00001333.00000.0000000 and 10302.133101.549006.000000.00000000.00000.0000000, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Previous Awards

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 8/18/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 8/18/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

SUBJECT: JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID

BID #: ESC-0063-21 **OPEN DATE: 2021-03-03**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: COMPETITIVE SEALED PROPOSAL SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM THE DATE OF AWARD THROUGH SEPTEMBER 30, 2021, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: TO THE HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 121 **NUMBER RECEIVED:** 10 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second of four (4) one (1) year renewal options with MediumFour, LLC for JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID. Period of service will be from October 1, 2022 through September 30, 2023. The requested annual expenditure not to exceed $60,000.00. The revised total award expenditure not to exceed $180,000.00.

Funding Sources: 00113.133101.549040.000000.00001333.00000.0000000 and 10302.133101.549006.000000.00000000.00000.0000000, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2022. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Previous Awards

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 8/18/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 8/18/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

SUBJECT: JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID

BID #: ESC-0063-21 OPEN DATE: 2021-03-03

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: COMPETITIVE SEALED PROPOSAL SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM THE DATE OF AWARD THROUGH SEPTEMBER 30, 2021, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: TO THE HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 121 NUMBER RECEIVED: 10 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2021 to date of award.
Recommend approval to utilize the first of four (4) one (1) year renewal options with MediumFour, LLC for JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID. Period of service will be from date of award through September 30, 2022. The requested annual expenditure not to exceed $60,000.00. The revised total award expenditure not to exceed $120,000.00.

Funding Sources: 00113.133101.549040.000000.00001333.00000.0000000
00113.133101.548010.000000.00001333.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000
To be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Letter, Previous Award

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 10/7/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10-8-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
~~Under Authority of:~~
Executive Order No. 2019-02

ADMINISTRATIVE AWARD
BID No.: ESC-0063-21

DESCRIPTION OF GOODS/SERVICES: Recommend approval of award to highest scoring responsive, responsible bidder MediumFour, LLC in the amount of $60,000.00 as listed below, and waive as a minor irregularity the missing addenda for JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT RE-BID. Period of service will be from date of award through September 30, 2021, with four (4) one (1) year renewal options.
Below are the bidders with the following scoring points ranking:

MEDIUMFOUR, LLC	55.42 points
YASH CREATIONS INC. DBA VSKY SOLUTIONS	52.67 points
BRAND POETS	51.81 points
CAPITAL COMMUNICATIONS & CONSULTING, LLC	48.56 points
3D DIGITAL	46.65 points
DAIGLE CREATIVE	44.50 points
SGS TECHNOLOGIE	43.09 points
PLANETERIA MEDIA	32.09 points
INFORSMART TECHNOLOGIES INC.	29.28 points
INTELLICEPT CORPORATION	26.61 points

Funding for this award to be encumbered by account number 00113.133101.549040.000000.00001333.0000000.00000, to be executed by contract through the Office of General Counsel and process by purchase order.

FOR AGENCY/DEPARTMENT: Parks, Recreation and Community Services Department

REQUISITION NUMBERS: PRSP-500645-21

NUMBER FIRMS SOLICITED: 121 **NUMBER FIRMS BIDDING:** 10

REASON FOR LESS THAN REQUIRED MINIMUM SOLICITATION/QUOTATION: N/A

RECOMMEND AWARD TO: MediumFour, LLC

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

PRICE: $60,000.00 **TERMS:** Net 30 Days

REASON FOR NOT ACCEPTING LOW BID: Award to highest scoring responsive, responsible bidder based on the evaluation criteria.

Ruben Ola, Purchasing Analyst
4/14/2021
Date

Dustin Freeman, Manager of Purchasing Svcs.
19APR2021
Date

APPROVAL:

Gregory Rease, Chief, Procurement Division
4/21/21
Date

3.1 Provision of Services

Contractor shall provide Buyer with all of the services and deliverables described in this RFP, the Response and the resulting Contract. If any services, functions or responsibilities are not specifically described in this RFP, the Response or the resulting Contract but are necessary for the proper performance and provision of the Services, they shall be deemed to be implied by and included within the scope of the Services to the same extent and in the same manner as if specifically described herein.

3.2 Relationship of the Parties

In performance of the Services, Contractor shall be acting in the capacity of an independent Contractor and not as an agent, employee, partner, joint venture or associate of Buyer. Contractor shall be solely responsible for the labor, supplies, materials, means, methods, techniques, sequences and procedures utilized to perform the Services in accordance with the Contract.

3.3 Buyer's Right to Make Changes

Buyer may unilaterally require, by written order, changes altering, adding to, or deducting from the Services ("Changes"), provided that such Changes are within the general scope of the Contract. Buyer will make an equitable adjustment in the Contract price or delivery date if the Change materially affects the cost or time of performance. Such equitable adjustments require the written consent of Contractor, which shall not be unreasonably withheld. The parties will cooperate with each other in good faith in discussing the scope and nature of the Change, the availability of Contractor personnel, the expertise and resources to provide such Change, and the time period in which such Change will be implemented.

3.4 Service Warranties

Contractor warrants that the Services shall be performed and delivered in a professional, first class manner in accordance with the Contract and the standards prevailing in the industry. Contractor shall also undertake the following actions without additional consideration during the term of the Contract and for one year thereafter: (i) promptly making necessary revisions or corrections to resolve any errors and omissions on the part of Contractor; and (ii) conferring with Buyer for the purpose of interpreting any of the Services or information furnished. Acceptance of the Services by Buyer shall not relieve Contractor of these responsibilities. The warranties and covenants in this paragraph will extend to all subcontractors as well.

Except with respect to the obligations of the Lead Contractor described in Section 1.3 of this RFP, the foregoing warranties and covenants shall not apply (i) with respect to any portions of the Services that have been produced by anyone other than Contractor or its subcontractors; (ii) to any modifications made by anyone other than Contractor or its subcontractors or without Contractor's specific prior written consent; or (iii) to any use of the Services in a manner or for any purpose other than those contemplated in the Contract. **EXCEPT AS EXPRESSLY STATED IN THE CONTRACT, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES REGARDING MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CONTRACTOR'S WARRANTIES EXTEND SOLELY TO BUYER.**

3.5 Buyer Will Assist Contractor

At Contractor's request, Buyer will provide reasonable assistance and cooperation to Contractor, including the supply of any data and information necessary for Contractor to provide the Services. Buyer will also designate a Contract Manager who will, on behalf of Buyer, work with Contractor and administer the Contract in accordance with its terms.

3.6 Location Requirements for Services

Unless otherwise stated in the RFP or the Response, the majority of the Services shall be performed within Duval County, Florida and no Services will be performed outside of the United States. These restrictions may be modified in writing if Buyer determines, in its sole discretion, that the restrictions impose an undue burden on Contractor's ability to perform the Services as contemplated in the Contract.