City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

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

DATE: **November 13, 2017**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor for **Sports and Entertainment Digital Sign.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

JACKSONVILLE

Sports and Entertainment Facilities

MEMORANDUM

DATE: **November 8, 2017**

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

FROM: **Keith Van Der Leest, Asst. General Manager**
SMG-Jacksonville

SUBJECT: **Certification Letter for Sports & Entertainment Digital Sign**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to ask permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of an exterior Sports & Entertainment Digital Sign The evaluated bid is required due to the complexity with the functionality and abilities of the software, hardware and controllers that "run" the video displays, the overall serviceability of the boards, the construction of display elements and the importance of the qualifications of the providers in the industry and the references versus a low bidder, open market method. In order to ensure that our requirements are met along with the best overall value to the City, the evaluated process would be the fairest way to select the vendor. While cost and budget concerns will bear weight, the way in which the vendors accomplish the solution will have an impact on recurring costs and maintenance, service and support options for the system. The sub-committee responsible for evaluating the submitted bids will be comprised of representatives from SMG and the Jacksonville Jaguars.

The objective of the project is to provide an exterior Sports & Entertainment Digital Sign for the Sports Complex to promote upcoming events, provide revenue opportunities through sponsorship and further promote Jacksonville overall.

The name and telephone numbers of the representatives designated to serve on the committee are as follows:

Keith Van Der Leest	SMG	630-3963
Jason Morrill	SMG	633-6125
Clint Irvine	SMG	630-4072
Alex Alston	SMG	630-4055
Michael Webb	JJL	633-6532
Nik Sobic	JJL	633-6547

Thanks for your consideration with this request.

300 A. Philip Randolph Boulevard, Jacksonville, FL 32202
(904) 630-3900 - www.jaxevents.com

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

October 19, 2017

To: Greg Pease, Division Chief
Procurement Division

From: Kevin Conway, JSEB Business Compliance Officer KC
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Jacksonville Jazz Festival – Talent, Booking and Production Agency**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8840.

cc: Chelsea Fleming

MR/kc

Fleming, Chelsey

From: Willis, Ann on behalf of RiskReview
Sent: Monday, October 30, 2017 5:14 PM
To: Pease, Gregory; RiskReview
Subject: RE: CSPEC - Sports Complex marquee RFP - DRAFT-10.18.17 (Morrill).docx
Attachments: CSPEC - Sports Complex marquee RFP - DRAFT-10.30.17 (SMG Questions answered) RM Redline 10.30.17.docx; CSPEC - Sports Complex marquee RFP - DRAFT-10.30.17 (SMG Questions answered) RM Redline 10.30.17.pdf

Please find attached Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management approved pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Pease, Gregory
Sent: Monday, October 30, 2017 4:15 PM
To: RiskReview
Subject: FW: CSPEC - Sports Complex marquee RFP - DRAFT-10.18.17 (Morrill).docx

Please review the attached RFP.

Thanks,
Greg

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202