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 14, 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 **Jacksonville Jazz Festival – Talent Booking and Production Agency.** 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 & Entertainment

Memorandum

To: Competitive Sealed Proposals Evaluation Committee (CSPEC)

From: Brent Fine, Special Events Manager BF

Thru: Gregory Pease, Chief of Procurement

cc: Dave Herrell, Sports & Entertainment Officer
Teneese Williams, Special Events Logistics Manager
Krista Alford, Special Events Finance Manager KA

Date: November 10, 2017

RE: Jacksonville Jazz Festival Artistic Management Services

In accordance with Section 126/204 of the Municipal Code, the Office of Special Events requests to utilize the Competitive Sealed Proposal process to formally establish a vendor to provide the Artistic Management Services for the Jacksonville Jazz Festival.

The evaluated bid process is the most effective way for the Office of Special Events to acquire this service. The evaluated process will allow us to review and score the submissions in order to ensure our requirements are met as described within the bid documents.

The term of agreement will commence upon execution of the Contract and will continue through June 1, 2018. Buyer will have the option to renew such agreement for up to two (2) additional three (3) year renewals upon satisfactory performance by Contractor. Funding of this service is allocated in the annual operating budget for the Office of Special events in SPET-01A. This request does not duplicate any existing service.

The sub-committee responsible for evaluation of submitted bids will be comprised of representatives from the City of Jacksonville Sports & Entertainment office. The name and phone number of the representatives designated to serve on this committee are Dave Herrell, 630-3497; Brent Fine, 630-7096; Teneese Williams, 630-1212 x2101.

This RFP has been reviewed and approved by Risk Management and all required items have been incorporated into the RFP.

Attached please find the full bid specifications. It is our desire to process a formal contract through the Office of General Council upon selection and approval of the awarded vendor.

If you have any questions, please contact me at 630-7096, or via email: BFine@coj.net.

Fleming, Chelsey

From: Alford, Krista
Sent: Thursday, October 19, 2017 9:05 AM
To: Fine, Brent
Subject: FW: Request for Risk Review: RFP for Talent Booking & Production Agency
Attachments: Clean_Jazz Festival - Talent Booking Production Agency_Rev1TWRM Redline 9.21.17.docx; Clean_Jazz Festival - Talent Booking Production Agency_Rev1TWRM Redline 9.21.17.pdf

FYI

Krista Alford
Event Specialist
City of Jacksonville | Special Events
117 W. Duval Street, Suite 280
Jacksonville, FL 32202
904.630.3629(o) | 904.300.4865 (c)
kalford@coj.net

From: Willis, Ann **On Behalf Of** RiskReview
Sent: Thursday, September 21, 2017 11:17 AM
To: Alford, Krista; RiskReview
Cc: Williams, Teneese
Subject: RE: Request for Risk Review: RFP for Talent Booking & Production Agency

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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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