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SUBJECT: TEMPORARY TENT STRUCTURE

BID #: SC-0353-22 **OPEN DATE: 2022-04-13**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – PERIOD OF SERVICE WILL BE FROM THE DATE OF AWARD THROUGH SEPTEMBER 30, 2022, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

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

NUMBER OF BIDS INVITED: 13 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder SKYLINE TENT COMPANY in the amount of $134,350.00 for TEMPORARY TENT STRUCTURE. Period of service will be from the date of award through September 30, 2022, with four (4) one (1) year renewal options.

Funding Source: 00113.133101.549040.000000.00001330.00000.0000000, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation, Terms and Conditions, Specifications

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 GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

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

April 14, 2022

To: Greg Pease, Chief
Procurement Division

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

Thru: Chandler Fussell, Chief
Sports and Entertainment Division

Subject: SC-0353-22 Temporary Tent Structure Recommendation

The Department of Parks, Recreation and Community Services, Division of Sports & Entertainment respectfully recommends Skyline Tent Company as the lowest qualified responsive bidder to SC-0353-22 for the Temporary Tent Structure.

This award is to be active from the date of the award through September 30, 2022, with four (4) one (1) year renewal options.

Annual expenditures are not expected to exceed $134,350 and items procured will be through Purchase Order releases from the assigned Contract Purchase Agreements (CPA).

Funding Source: 00113.133101.549040.000000.00001330.00000.0000000

Attachments: SC-0353-22 Bid Tabulation

JMK

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

BID TABULATION SHEET

TITLE: TEMPORARY TENT STRUCTURE
BID NO.: SC-0353-22
OPEN DATE: April 13, 2022
ANALYST: RUBEN OLA
No. Invited: (13) No. Received (1) No Bids: (0)
Bid Recorder: M. Pierce, Announcer: P. Mitchell

ITEM	DESCRIPTION	QUANTITY	SKYLINE TENT COMPANY PRICE EACH	SKYLINE TENT COMPANY EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	Structure Tent and Equipment	1 EACH	$ 130,000.00	$ 130,000.00								
2	Site Specific Engineering	1 EACH	$ 2,850.00	$ 2,850.00								
3	City of Jacksonville Building/Zoning/Fire Permitting Package	1 EACH	$ 1,500.00	$ 1,500.00								
	GRAND TOTAL:		$134,350.00									
	TERMS:		NET 30 DAYS									
	DELIVERY (Business Days):											
	CONFLICT OF INTEREST:		✓									
	ADDENDUM ( ):											
	NOTES:											

TERMS AND CONDITIONS
TEMPORARY TENT STRUCTURE

1. SCOPE

The City of Jacksonville, Parks, Recreation and Community Services Department, Division of Sports and Entertainment 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 TEMPORARY TENT STRUCTURE as listed in the bid.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The basis of award for this bid shall be primary and secondary supplier, based on total extended pricing per the estimated quantities. The secondary supplier will only be issued a purchase order if the primary supplier is not able to meet the City requirements at the time of requesting services and/or at the time of the event. 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, 2022, with four (4) 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. Services will be needed at the City of Jacksonville Special Events including but not limited to the Jacksonville Memorial Wall Event on Memorial Day. Tentative Dates for these events are below. The Office of Special Events reserves the right to change these dates or add new event dates under this bid. City will notify vendor within thirty (30) days of new or changed dates.

a) Memorial Wall Event

- May 30, 2022
- May 29, 2023
- May 27, 2024
- May 26, 2025
- May 25, 2026

4. MINIMUM REQUIREMENTS

Bidders shall submit proof of and comply with the following requirements. Failure to submit proof of any of these requirements may be grounds for rejection.

A. Supplier shall provide proof of applicable local business license.
B. Supplier shall be skilled on installation and removal of large temporary tent structures in excess of 4,000 square feet. These requirements include submitting proof of the following:
   1. Overview explaining how company is qualified to provide these services.
   2. A list and photos of structures installed at 3 events where your company has provided large temporary tent structures in excess of 4,000 square feet within the last four (4) years.
   3. Photos and technical specifications of structure proposed to be installed by supplier.
   4. Proposed timeline (in number of days, specific dates do not need to be included) of install and removal of structure.

SPECIFICATIONS

TEMPORARY TENT STRUCTURE

A. SCOPE OF SERVICES

The City of Jacksonville, Parks, Recreation and Community Services Department, Division of Sports and Entertainment 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 TEMPORARY TENT STRUCTURE as listed in the bid.

B. REQUIREMENTS

Vendor Information And Quality

a) Vendor shall provide all adequate staffing to complete the job as outlined in this bid.
b) Vendor staffing shall be professional, speak fluent English, and in easily identifiable uniforms. Staff may not consume tobacco or alcohol while working at any City of Jacksonville event.
c) Drivers must possess an appropriate, valid U.S. motor vehicle operator's license and be adequately trained to transport units. Drivers must be a minimum of 18 years of age.

All items/services must meet exact specifications as outlined in this bid.

ITEM #1: Structure Tent and Equipment

a. Shade Structure Tent - Structure size:
   i. Width: 100' – 120'
   ii. Depth: 49' – 65'
   iii. Height: No less than 6' at the rear of the tent and no shorter than 13' at the front of the tent
b. Must include open unobstructed front side of structure closest to the Memorial Wall
c. Must include custom uprights to level dtructure
d. If Anchoring into concrete, must include baseplate and vendor is responsible for concrete repair
e. Must include concrete ballast as necessary to secure structure
f. Must include all labor equipment necessary to successfully complete the installation and removal of this structure.
g. Tent must cover at least 80% of total seating area at the Memorial Wall (see Exhibit C for a map of the requested coverage area)
h. Top tent span must be white, clean and free of any holes or damages
i. Must include all equipment for the successful instillation and removal of structure, including but not limited to: crane, generator, fork lifts, portolet for crews, trucking, weights, etc. City will not provide any equipment for installation and removal.

ITEM #2: Site Specific Engineering

a. A State of Florida stamp – signed and sealed – site specific engineering plan must be provided to be reflective of Item #1.

ITEM #3: City of Jacksonville Building/Zoning/Fire Permitting Package

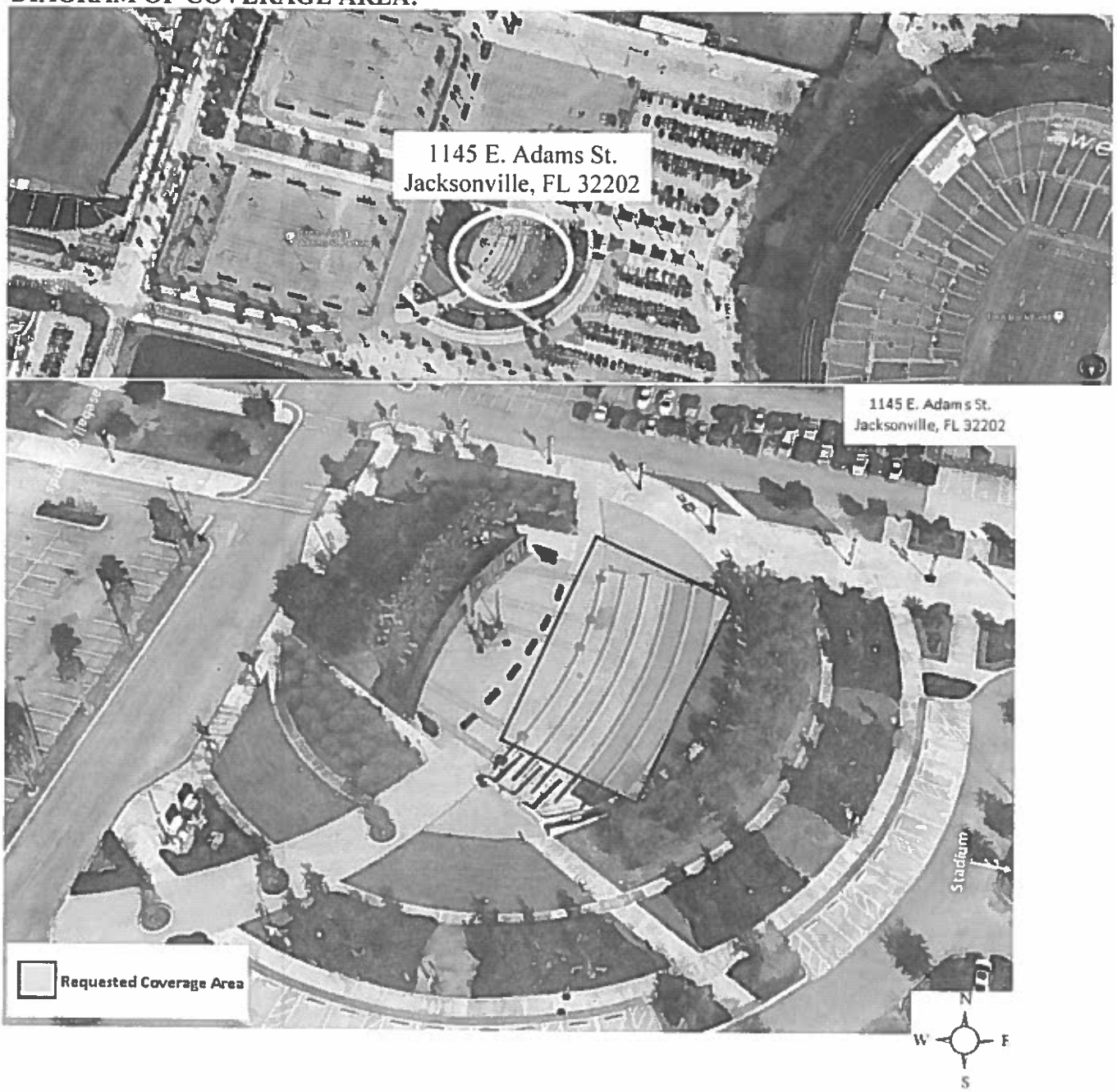
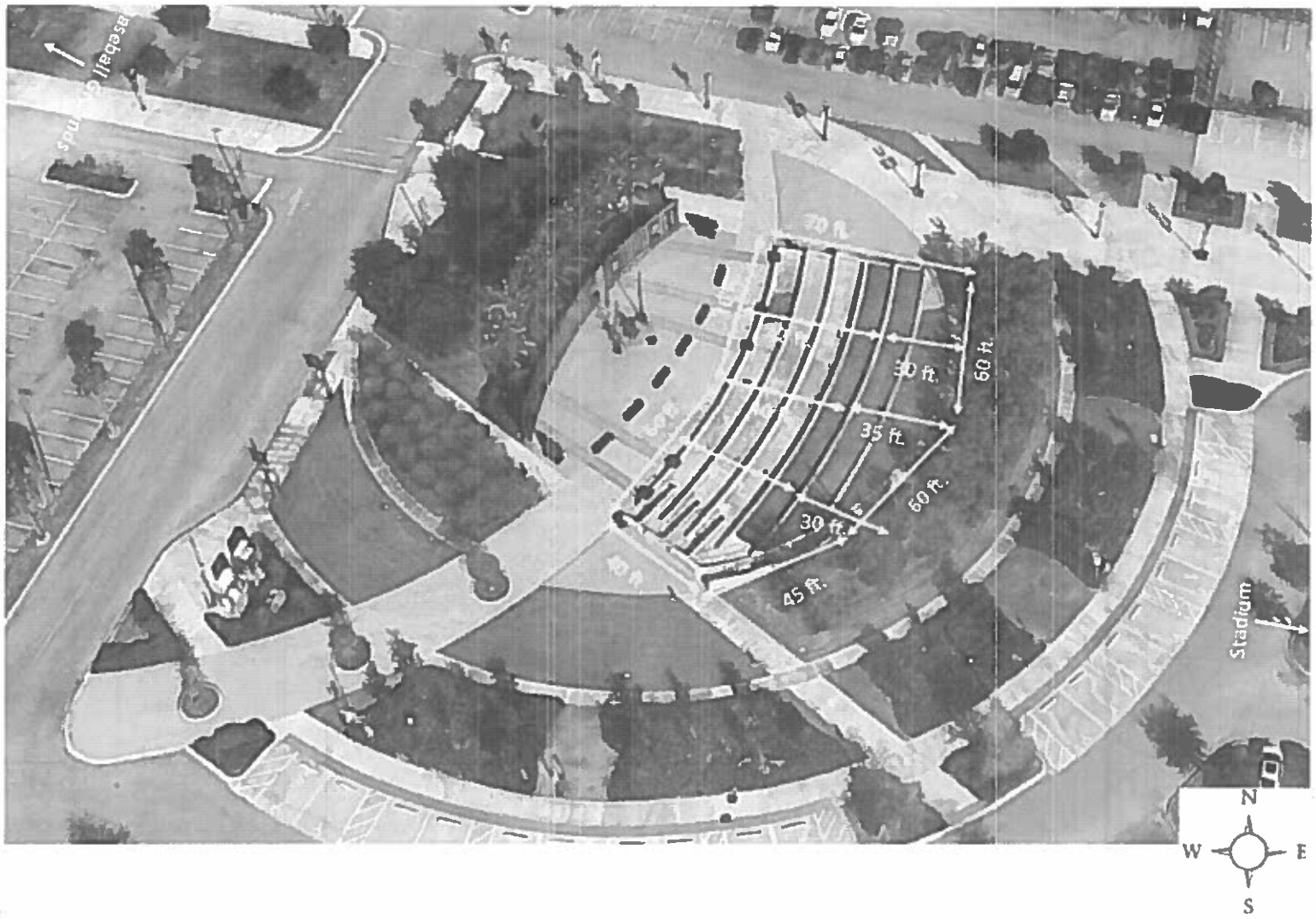
a. Vendor to obtain, at its own cost, all necessary City of Jacksonville building permits for installation.

PERMITTING: Supplier is responsible for all City of Jacksonville building permits and City inspections necessary for built structures.

THRESHOLD INSPECTION: City will conduct an independent threshold inspection on all built structures. Supplier will be responsible, at its own cost, to correct any items recommended by inspector to meet engineered specifications.

VENDOR QUALITY: Vendor staffing shall be professional, speak fluent English, and in easily identifiable uniforms. Staff may not consume tobacco or alcohol while working at any City of Jacksonville event. Drivers must possess an appropriate, valid U.S. motor vehicle operator's license and be adequately trained to transport units. Drivers must be a minimum of 18 years of age.

DIAGRAM OF COVERAGE AREA:



Measurements (rough estimates)