SUBJECT: RENTAL OF TENTS, TABLES AND SPECIAL EVENT ITEMS

BID #: SC-0211-19 **OPEN DATE:** 09/26/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2019 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 8 **NUMBERS RECEIVED:** 3 **OTHER** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of three (3) renewal options with Presentation Resource, Inc. to provide Tents, Tables and Special Event Items for the Office of Special Events. Period of service will be from October 1, 2019 through September 30, 2020, with two (2) one (1) year renewal options remaining. A request of 1.8% price increase escalation for this period based on consumer price index. Total expenditure for this period not-to-exceed $309,484.73, with a revised award expenditure not-to-exceed $613,497.23.

Funding for this award to be encumbered by account SPET01ASE-04402/04938 & PRSE134SE-04904 to be executed by Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. 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 work herein. A written notification will be provided in the event the funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Terms and Conditions, Previous Award

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
RUBEN OLA GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Division

(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 _____

City of Jacksonville, Florida

Daryl 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.

7/15/2019

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

THROUGH: Daryl Joseph, Director
Ryan Ali, Manager of Sports & Entertainment

FROM: Brent Fine, Special Events Manager

RE: **FY20 Renewal – Tents, Tables & Special Event Items – SC-0211-19**

07/19/19 13:21:23
Procurement Division

The Parks, Recreation and Community Services Department, Sports & Entertainment Division, Office of Special Events, respectfully requests to exercise the first renewal option of award SC-0211-19 for tents, tables & special event items provided by Presentation Resource, Inc. Period of service will be October 1, 2019 through September 30, 2020.

The vendor has requested a 1.8% increase on all items, as reflected in the Consumer Price Index. The Office of Special Events approves this requested increase.

The total not-to-exceed amount of the renewal will be $309,484.73. The total maximum not-to-exceed indebtedness of the award will be $613,497.23. The funding source will be SPET01ASE-04938/04402 & PRSE134SE-04904.

Funds will be encumbered by individual purchase orders under the Master Blanket 9A01138.

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 Krista Alford at 255-5426.

Attachments: Award SC-0211-19
Renewal Letter from Vendor

cc: Claire Stine, Parks, Recreation and Community Services Finance Manager
Rene'e Harriman, Contract Administration Coordinator

PRI PRODUCTIONS

June 20, 2019

Mr. Brent Fine
City of Jacksonville
Office of Special Events
117 West Duval Street, Suite 280
Jacksonville, FL 32202

RENEWAL OPTION: BID SC-0211-19/9A01138

Dear Brent,

Please be advised that I, on behalf of PRI Productions, do hereby express our wish to exercise the renewal option of SC-0211-19/9A01138 for the Rental of Tents, Tables and Special Event Items. Under the renewal, we would like to request a price escalation of 1.8%, the percentage of change as listed in the Consumer Pricing Index. If approved, the pricing will be kept effective from the date of the award through the end of the renewal term.

Respectfully,

Sarah Horn Ausherman
VP, Sales and Events

Enclosure

SUBJECT: RENTAL OF TENTS, TABLES AND SPECIAL EVENT ITEMS

BID #: SC-0211-19 **OPEN DATE:** 09/26/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT- FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2019 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SPORTS AND ENTERTAINMENT DIVISION

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

NUMBER OF BIDS INVITED: 8 **NUMBERS RECEIVED:** 3 **OTHER** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject United Rent-All of North East Florida, Inc. for not signing and returning the required Bid Form, Conflict of Interest statement and acknowledging addendums 1 and 2.

Recommend approval of award to Presentation Resource, Inc. as the lowest responsive, responsible bidder, to provide Tents, Tables and Special Event Items for the Office of Special Events. The initial period is from date of award through September 30, 2019 with three (3) one (1) year renewal options. Total expenditure not-to-exceed $304,012.50.

Funding for this award to be encumbered by account SPET01ASE-04402/04938 & PRSE134SE-04904 to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Rejection Letter, Tabulation, Terms and Conditions.

ANALYST: Marleen Doran
MARLEEN DORAN

RESPECTFULLY SUBMITTED Greg Pease
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE
MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 10/04/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/04/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

TERMS AND CONDITIONS

RENTAL OF TENTS, TABLES AND SPECIAL EVENT ITEMS

1. SCOPE

The Sports and Entertainment Division, Office of Special Events, of the City of Jacksonville, Florida 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 Rental of Tents, Tables and Special Event Items as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s). Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. 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, 2019, with three (3) 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.

4. MINIMUM REQUIREMENTS

Vendors should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor shall provide proof of applicable local business license.

b. Vendor shall list at least three major events your company has provided event equipment for within the last three years.

5. PRE-BID CONFERENCE

A Mandatory pre-bid meeting will be held on Wednesday, September 12, 2018 at 1:30P.M. located at City Hall, 117 W. Duval Street, Suite 280, Jacksonville, FL 32202. A conference call option for the pre-bid meeting is also available, with all information listed below.

CONFERENCE BRIDGE NUMBER IS 904-630-1211

CONFERENCE BRIDGE PASSWORD IS 12345 THEN # (POUND)

5. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

6. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of items required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

7. DELIVERY

Vendors must be able to deliver and set up tents, tables, chairs and other supplied equipment according to site map supplied by the Office of Special Events, and must coordinate with Special Events coordinator for site location of delivery, set up and removal of equipment according to time line. Due to the nature of the events, last minute equipment additions may occur.

Within thirty (30) days of the event at a mutually agreeable time between the City and Vendor, a logistical meeting is to take place. During this meeting, often a walk-through, the City will provide the event layouts, tentative delivery schedule and logistical details. At this time, Vendor should provide the City with the point-person representing the Vendor at set-up and tear-down of equipment.

When all equipment has been installed by the vendor, a final walk-through meeting must be conducted onsite between the Vendor and designated City event staff. This meeting will confirm all services are complete and meet the quality standards as outlined in this bid document. If it is determined in the final walk-through that further work is required, Vendor is to remain onsite to complete the tasks accordingly and shall notify the City event staff once completed.

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; City purchase order number, item number and description, date and time of delivery/setup, date and time of removal/strike, quantity ordered, unit prices, and unit of measure. If deliveries shall occur over multiple days, packing list should indicate delivery date of each item. Packing list must be delivered to the Event Command or given to designated City event staff on the day of delivery.

8. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

9. PRICES

A. EQUIPMENT

Vendors must supply one rate for the rental of all equipment regardless of the duration of the event. All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents. Rates should not include onsite setup or strike labor as this will be billed per onsite labor hour (see "LABOR" below). Daily, weekly and holiday rates are to be the same. All pricing should be inclusive of a 1 – 5 day rental.

B. LABOR

Vendors must supply labor rates. Labor is to be charged only for the duration that work is performed onsite at the event. This includes onsite setup, onsite changes at the request of the City, onsite strike. Labor shall not be charged for any work not performed onsite such as loading or unloading trucks at company warehouse, travel to or from event site, adjusting or fixing faulty or misplaced equipment which is the fault of Company, etc.

10. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the equipment is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications.

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Economic News Release

CPI SHARE ON: PRINT

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U. S. city average, by expenditure category

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, June 2019
[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance May 2019	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Jun. 2018	May 2019	Jun. 2019	Jun. 2018-Jun. 2019	May 2019-Jun. 2019	Mar. 2019-Apr. 2019	Apr. 2019-May 2019	May 2019-Jun. 2019
All items	100.000	251.989	256.092	256.143	1.6	0.0	0.3	0.1	0.1
Food	13.237	253.231	258.110	258.064	1.9	0.0	-0.1	0.3	0.0
Food at home	7.212	239.158	242.145	241.407	0.9	-0.3	-0.5	0.3	-0.2
Cereals and bakery products	0.955	273.682	277.795	276.891	1.2	-0.3	-0.1	0.4	-0.6
Meats, poultry, fish, and eggs	1.586	248.609	250.356	249.231	0.3	-0.4	-0.2	0.8	-0.7
Dairy and related products	0.719	216.126	217.841	217.433	0.6	-0.2	0.1	0.7	0.3
Fruits and vegetables	1.278	295.523	302.352	298.611	1.0	-1.2	-0.9	-0.8	-0.5
Nonalcoholic beverages and beverage materials	0.867	166.431	171.260	170.230	2.3	-0.6	-0.9	1.2	-0.6
Other food at home	1.807	210.259	210.815	212.056	0.9	0.6	-0.6	0.0	0.7
Food away from home(1)	6.024	275.808	283.394	284.316	3.1	0.3	0.3	0.2	0.3
Energy	7.903	229.137	225.773	221.373	-3.4	-1.9	2.9	-0.6	-2.3
Energy commodities	4.595	260.848	259.310	246.818	-5.4	-4.8	5.4	-0.4	-3.5
Fuel oil	0.113	293.685	289.711	277.244	-5.6	-4.3	1.3	-0.3	-2.3
Motor fuel	4.411	257.041	255.584	243.163	-5.4	-4.9	5.6	-0.5	-3.6
Gasoline (all types)	4.321	255.885	254.551	242.043	-5.4	-4.9	5.7	-0.5	-3.6
Energy services	3.308	207.631	202.101	206.219	-0.7	2.0	-0.1	-0.8	-0.7
Electricity	2.578	218.591	212.326	217.947	-0.3	2.6	0.0	-0.8	-0.8
Utility (piped) gas service	0.730	172.167	168.826	168.628	-2.1	-0.1	-0.8	-1.0	-0.3
All items less food and energy	78.860	257.697	262.590	263.177	2.1	0.2	0.1	0.1	0.3
Commodities less food and energy commodities	19.350	144.237	144.457	144.461	0.2	0.0	-0.3	-0.1	0.4
Apparel	2.997	125.382	124.429	123.749	-1.3	-0.5	-0.8	0.0	1.1
New vehicles	3.691	146.562	147.659	147.417	0.6	-0.2	0.1	0.1	0.1
Used cars and trucks	2.359	139.090	138.888	140.823	1.2	1.4	-1.3	-1.4	1.6
Medical care commodities	1.687	385.121	381.066	379.462	-1.5	-0.4	0.9	-0.4	-0.2
Alcoholic beverages	0.958	248.844	252.101	252.538	1.5	0.2	-0.2	0.4	0.3
Tobacco and smoking products	0.664	1,060.067	1,108.299	1,109.099	4.6	0.1	-0.1	0.4	0.1
Services less energy services	59.511	328.068	336.204	337.197	2.8	0.3	0.3	0.2	0.3
Shelter	33.208	307.521	317.188	318.300	3.5	0.4	0.4	0.2	0.3
Rent of primary residence	7.901	318.318	329.333	330.648	3.9	0.4	0.4	0.2	0.4
Owners' equivalent rent of residences(2)	23.900	314.472	324.143	325.189	3.4	0.3	0.3	0.3	0.3
Medical care services	6.961	518.307	531.566	532.956	2.8	0.3	0.2	0.5	0.4
Physicians' services	1.710	380.991	382.436	382.702	0.4	0.1	0.2	0.1	0.1
Hospital services(3)	2.302	333.408	335.966	335.078	0.5	-0.3	-0.5	0.5	-0.1
Transportation services	5.936	323.646	326.397	326.667	0.9	0.1	0.1	0.1	0.0
Motor vehicle maintenance and repair(1)	1.125	285.753	294.586	295.670	3.5	0.4	0.4	-0.2	0.4
Motor vehicle insurance	2.350	565.284	568.301	569.079	0.7	0.1	-0.2	-0.4	0.3
Airline fares	0.739	278.937	283.275	283.001	1.5	-0.1	-0.1	2.0	-0.9

Footnotes
(1) Not seasonally adjusted.
(2) Indexes on a December 1982=100 base.
(3) Indexes on a December 1996=100 base.

Table of Contents

SC-0211-19	Presentation Resource, Inc. dba PRI Productions	
10/4/2018	$304,012.50	AWARD
PENDING	$309,484.73	1ST RENEWAL
	$613,497.23	**Total Award**

QWS3270X 7/25/2019 2:26 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 07/25/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 2:25 PM

FISCAL MO/YEAR : 10 2019 CURRENCY CODE :
INDEX CODE : PRSE134SE SPECIAL EVENTS
SUBOBJECT : 04904 TRUST FUND AUTHORIZED EXPENDITURES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JULY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,050,110.03	17,636,298.15
EXPENDITURES	57,987.63	1,109,538.78	16,163,908.77
ENCUMBRANCES	-37,885.71	32,391.77	32,391.77
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-20,101.92	-91,820.52	1,439,997.61

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 7/25/2019 2:28 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 07/25/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 2:27 PM

FISCAL MO/YEAR : 10 2019 CURRENCY CODE :
INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 04402 EQUIPMENT RENTALS
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JULY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	127,300.00	127,300.00
EXPENDITURES	5,655.95	84,264.01	84,264.01
ENCUMBRANCES	-5,655.95	.00	.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	43,035.99	43,035.99

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 7/25/2019 2:25 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 07/25/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 2:25 PM

FISCAL MO/YEAR : 10 2019 CURRENCY CODE :
INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 04938 MISCELLANEOUS SERVICES & CHARGES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JULY 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,093,599.04	1,093,599.04
EXPENDITURES	7,786.95	1,009,498.85	1,009,498.85
ENCUMBRANCES	27,266.28	36,920.42	36,920.42
PRE-ENCUMBRANCES	1,866.24	1,866.24	1,866.24
REMAINING BALANCE	-36,919.47	45,313.53	45,313.53

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND