(6)

SINGLE SOURCE AWARD **BID # SS-14441-23**

Subject: FY24 STAGEHAND SERVICES FOR SPECIAL EVENTS

Department: Parks, Recreation and Community Services Department, Office of Special Events

Description of Purchase:
Recommend approval of Single Source Award to UTP Productions, Inc. (IATSE Local 115) for stagehand services needed at Various City of Jacksonville hosted and produced events through the Office of Special Events. UTP Productions, Inc is the only provider employing local stagehand talent in the Jacksonville area meeting eligibility requirements in most regional and national performance contracts. Stagehands provide various aspects of technical support at concerts and events which require specific certifications/training (set changes, spotlight operation, etc.). Period of service will be from date of award through September 30, 2024. The requested annual expenditure not to exceed $150,000.00.

Funding Sources: 00113.133101.549040.000000.(multiple activities).00000.0000000 and 10302.133101.549006.000000.00000000.00000.0000000, to be executed by Purchase Order(s).

Single Source Award To: UTP Productions, Inc. (IATSE Local 115)

Price Justification: See Attached

Total Award: $150,000.00 **Requisition #** PRSP-500674-23

Attachments: Agency Memo; Single Source Form

Certification as to Single Source: Daryl T. Joseph, Director, Parks, Recreation and Community Services Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE
"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED _____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

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.

July 11, 2023

To: Dustin Freeman, Chief
Procurement Division

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

From: Chandler Fussell, Chief
Sports and Entertainment Division

Subject: FY24 Single Source Request to UTP Productions, Inc, (IATSE Local 115) for Stagehand Services for Special Events

The Department of Parks, Recreation and Community Services, Division of Sports & Entertainment requests the Procurement Division grant a single source award to UTP Productions, Inc, (IATSE Local 115) for stagehand services needed at Varius City of Jacksonville hosted and produced events through the Office of Special Events.

UTP Productions, Inc is the only provider employing local stagehand talent in the Jacksonville area meeting eligibility requirements in most regional and national performance contracts. These stagehands must meet certain qualifications such as being unionized and receiving certain benefits (annuity charges, set wages, etc.) for the artists performance agreements. Stagehands provide various aspects of technical support at concerts and events which require specific certifications/training (set changes, spotlight operation, etc.). These technical support services cannot be provided by the city's maintenance crew, or other labor providers due to the specialty training required.

Services shall be from the date of the award through September 30, 2024. Annual expenditures are not expected to exceed $150,000 and payments will be processed by Purchase Order releases from the assigned Contract Purchase Agreement.

Funding Source: 00113.133101.549040.000000 (multiple Activities).00000.0000000
10302.133101.549006.000000.00000000.00000.0000000

Attachments: Proposal from Supplier, Single Source Form

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

JUSTIFICATION FOR SINGLE SOURCE (JSS)

Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

1. Requesting Agency:	Sports & Entertainment
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the City need these particular goods or services?***	UTP Group, Inc. IATSE Union Stage Hands Labor at multiple events hosted and produced by the division of Sports and Entertainment.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	UTP Group, Inc. IATSE Local 115 Union Stage Hands Labor is the sole provider of labor for this need at Special Event Concerts.
4. Date of Request	7/17/2023

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Sports and Entertianment Division has researched the availability of these services and UTP Group, Inc. is the sole provider for these services required.]

6. Other Documentation (Check and attach all that apply)

☐ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

Ola, Ruben

From: Malice-Kelly, Jennifer
Sent: Monday, July 31, 2023 11:36 AM
To: Ola, Ruben
Subject: RE: FY 24 STAGEHAND SERVICES FOR SPECIAL EVENTS

We do not have a quote, this number is an estimate of needs for the full FY24 based on the union contracted rates.

Jennifer Malice Kelly
Accounting Manager
City of Jacksonville | Sports & Entertainment
214 North Hogan Street, 4th Floor
Jacksonville, FL 32202
904.255.5426 (o) | 904.300.4865 (c)
JMalice@coj.net

From: Ola, Ruben <RubenO@coj.net>
Sent: Monday, July 31, 2023 11:36 AM
To: Malice-Kelly, Jennifer <JMalice@coj.net>
Subject: FY 24 STAGEHAND SERVICES FOR SPECIAL EVENTS

Jen,

Can you please forward to me the supplier proposal/quote/rates for FY24 STAGEHAND SERVICES FOR SPECIAL EVENTS?

Thanks,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net