SUBJECT: RENTAL OF TENT, TABLES AND SPECIAL EVENT ITEMS

BID #: SC-0456-22 **OPEN DATE: 2022-09-21**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – PERIOD OF SERVICE WILL BE FROM OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023, 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: 16 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder PRESENTATION RESOURCE, INC. dba PRI PRODUCTIONS in the amount of $528,962.00 for RENTAL OF TENT, TABLES AND SPECIAL EVENT ITEMS. Period of service will be from October 1, 2022 through September 30, 2023, with four (4) one (1) year renewal options.

Funding Sources:
10302.133101.549006.000000.00000000.00000.0000000
00113.133101.549040.000000. Multiple Activities based on Event Need
00113.133101.548010.000000. Multiple Activities based on Event Need
00113.133101.544020.000000. Multiple Activities based on Event Need
To be executed by purchase order(s).

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

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, ACTING CHIEF
PROCUREMENT DIVISION

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

(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 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.

September 22, 2022

To: Greg Pease, Chief
Procurement Division

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

From: Chandler Fussell, Chief
Sports and Entertainment Division

Subject: FY23 Tent, Tables and Special Events Items SC-0456-22 Recommendation

The Department of Parks, Recreation and Community Services, Division of Sports & Entertainment respectfully recommends Presentation Resources, Inc. as the lowest qualified responsive bidder to SC-0456-22 Tent, Tables, and Special Event Items. This award is to be active from October 1, 2022 through September 30, 2023, with four (4) one (1) year renewals options.

Annual expenditures are not expected to exceed $528,962.00. Services are to be procured with Purchase Order releases from the assigned Contract Purchase Agreements (CPA).

Funding Source: 10302.133101.549006.000000.00000000.00000.0000000
00113.133101.549040.000000. Multiple Activities based on Event Need
00113.133101.548010.000000. Multiple Activities based on Event Need
00113.133101.544020.000000. Multiple Activities based on Event Need

Attachments: SC-0456-22 Bid Tabulation

JMK

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

BID TABULATION SHEET

TITLE: RENTAL OF TENT, TABLES AND SPECIAL EVENT ITEMS
BID NO.: SC-0456-22
OPEN DATE: September 21, 2022
ANALYST: RUBEN OLA
No. Invited: (16) No. Received (1) No Bids: (0)
Bid Recorder: M. PIERCE, Announcer: M. SPITLER

ITEM	DESCRIPTION	QUANTITY	PRESENTATION RESOURCE, INC. dba PRI PRODUCTIONS				
			TOTAL AMOUNT	TOTAL AMOUNT	TOTAL AMOUNT	TOTAL AMOUNT	TOTAL AMOUNT
1	RENTAL OF TENT, TABLES AND SPECIAL EVENT ITEMS (LINE ITEM NO. 1-69)	1 LOT	$ 528,962.00				
		GRAND TOTAL:	$528,962.00				
		TERMS:					
		DELIVERY (Business Days):					
		CONFLICT OF INTEREST:	✓				
		ADDENDUM( ):					
		NOTES:					

TERMS AND CONDITIONS

RENTAL OF TENT, TABLES AND SPECIAL EVENT ITEMS

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 items 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 item(s)/ service(s) and to obtain pricing commitments for RENTAL OF TENT, 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. Bidders must bid on all items to be considered for award. 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, 2023, 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.

4. REQUIREMENTS

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

a. Supplier must submit supporting documentation of no more than one page on the following:

   1. Why your company is best suited to provide this service for the City of Jacksonville.
   2. Supplier shall list at least three major events your company has provided event equipment for within the last three years.
   3. Any other information that shall be considered.

b. Line-item summary quote of all equipment and pricing, and description of all items equipment being used.

c. Indication of requested equipment needs for City to provide.

d. Suppliers must provide itemized list of all staffing, including hourly costs of each.

e. Suppliers must provide a detailed list and quantities of exact heavy equipment needs (such as fork lifts, lulls, etc.) for assembly and disassembly purposes and power needs that your company will request the City of Jacksonville to provide at the City's cost. Items not requested from the City will be the responsibility of the supplier at suppliers own cost.

5. PRE-BID CONFERENCE

N/A

6. 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).

7. ITEMS & QUANTITIES

Items indicated reflect the anticipated special event rental needs throughout the term of the agreement. Actual needs may vary, and the City reserves the right to add additional items within the scope of special event rental services to this agreement as deemed necessary anytime during the contract period. Pricing of items added to this agreement shall be agreed upon between the City and Supplier.

Quantities indicated reflect the estimated quantities to be purchased throughout the initial term period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. Due to the nature of Special Events items may be added or altered, sometimes less than 24-hours prior to event. Additions or alterations in items must be approved in writing by assigned Special Events Project

8. DELIVERY

Suppliers 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 timeline. 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 Supplier, 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, Supplier should provide the City with the point-person representing the Supplier at set-up and tear-down of equipment.

When all equipment has been installed by the supplier, a final walk-through meeting must be conducted onsite between the Supplier 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, Supplier is to remain onsite to complete the tasks accordingly and shall notify the City event staff once completed. Supplier will appoint an equipment manager and provide staff during the event hours as provided by the City of Jacksonville at no less than 4 hours on the first event day event activations to assist in rental needs. City of Jacksonville reserves the right to request the staff assistance on multiple days during events.

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.

9. 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.

10. PRICES

a. EQUIPMENT

Suppliers 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 – 6 day rental.

b. LABOR

Suppliers 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.

11. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include: purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted through the City of Jacksonville 1Cloud procurement system email at COJ1CloudInvoices@coj.net.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

17. SUPPLIER EMPLOYEE TRAINING AND QUALITY

Supplier employees/labor and sub suppliers shall be in supplier uniforms, well-groomed and professional while conducting services. Supplier employees/labor and sub suppliers must be able to speak English. Supplier employees/labor and sub suppliers may not consume alcohol or tobacco, including e-cigarettes, while onsite working or representing the event. Shoes must be close-toe, closed-heal, and non-slip. Supplier must have formal training of employees.

18. SUBSUPPLIERS

If the Supplier proposes to use sub suppliers to provide services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance, and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any sub supplier candidate in its best interest and to require Supplier to replace sub supplier with one that meets City approval. Supplier shall ensure that all of Supplier's sub suppliers perform in accordance with the terms and conditions of this Contract. Supplier shall be fully responsible for all of Supplier's sub suppliers' performance, and liable for any of Supplier's sub suppliers' non-performance and all of Supplier's sub suppliers' acts and omissions.

19. MEDIA

In an effort to convey accurate information to the public, company, company employees/labor, or company sub suppliers must refer all media inquiries to the City of Jacksonville Office of Special Events and may not comment on any aspect of the event. News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior approval in writing from the City of Jacksonville Division of Sports and Entertainment.

SPECIFICATIONS

RENTAL OF TENT, TABLES AND SPECIAL EVENT ITEMS

Services will be required at the City of Jacksonville Special Events including but not limited to, Florida-Georgia Football Game, Veterans Day Parade, Sea & Sky Air Show, Jacksonville Light Boat Parade, World of Nations Celebration, Jax River Jams Concert Series, the Jacksonville Jazz Festival, July 4th Celebration, and any other events produced by the City of Jacksonville. 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 no later than thirty (30) days before the event of any new or changed dates.

2022-2023 Event Dates

1. Georgia-Florida Game – October 26-29, 2022
2. Veteran's Day Parade – November 11, 2022
3. Light Boat Parade – November 26, 2022
4. World of Nations Celebration – February 24-26, 2023
5. Jax River Jams Concert Series-April 6, 13, 20, & 27, 2023
6. Jacksonville Jazz Festival – May 25-29, 2023
7. July 4 Celebration- July 4, 2023

2023-2024 Event Dates

1. Sea & Sky Spectacular – October 20-22, 2023
2. Florida-Georgia Game –October 27-28, 2023
3. Veteran's Day Parade – November 11, 2023
4. Light Boat Parade – November 24, 2023
5. World of Nations Celebration – February 23-25, 2024
6. Jax River Jams Concert Series-April 4, 11, 18, & 25, 2024
7. Jacksonville Jazz Festival – May 23-26, 2024
8. July 4 Celebration- July 4, 2024

2024-2025 Event Dates

1. Georgia-Florida Game –October 31-November 2, 2024
2. Veteran's Day Parade – November 11, 2024
3. Light Boat Parade – November 29, 2024
4. World of Nations Celebration – February 28- March 2, 2025
5. Jax River Jams Concert Series-April 3, 10, 17, & 24, 2025
6. Jacksonville Jazz Festival – May 23-25, 2025
7. July 4 Celebration- July 4, 2025

2025-2026 Event Dates

1. Sea & Sky Spectacular – TBD
2. Florida-Georgia Game –TBD
3. Veteran's Day Parade – November 11, 2025
4. Light Boat Parade – TBD
5. World of Nations Celebration – TBD
6. Jax River Jams Concert Series-April 2, 9, 16, & 23, 2026
7. Jacksonville Jazz Festival – May 21-24, 2026
8. July 4 Celebration- July 4, 2026

EQUIPMENT ADDITIONS AND LOCATION OF VENDOR

Due to the nature of the events, last minute equipment additions or an increase in equipment quantity may occur and vendor pricing will remain firm. Supplier must be located within 45 miles of Zip Code 32202.

LOST, STOLEN OR DAMAGED EQUIPMENT

In event equipment is lost, stolen or damaged, bidder must supply adequate documentation for the amount being charged and must mutually be agreed upon by both parties. City of Jacksonville is not responsible for any item left after scheduled pick up date and time as indicated on the PO unless prior arrangements have been made in writing. City agrees that equipment will be used in the manner it is intended.

SUPPLIER INFORMATION

1. Supplier shall provide all adequate staffing to complete the job as outlined in this bid.
2. Supplier 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.
3. 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.

EQUIPMENT QUALITY

All equipment must be fully functional and have a clean and professional appearance. The following terms are specific details that outline the minimum quality requirements of equipment:

1. All tent poles must be a minimum height of 9 feet.
2. Tent walls must be white and clean with limited, minimal stains and imperfections. Walls must be easy to close, open and adjust. Supplier must supply all equipment to properly hang and close all tent walls. If clear walls are requested, walls must be clean and free of rips and tears.
3. Tables and chairs must be made of sturdy material with no breaks or fractures within the equipment.
4. All equipment should be labeled discreetly with the Supplier's identification.
5. All tents must be secured using tent weights. Tents must never be staked into the ground or secured to other items (Example: tree, fence, building, etc…). Weights must be neutral colors, with no visible text or logos (Example: No Home Depot buckets filled with concrete).
6. If Supplier is using high peak tents with flags on top, the Supplier must coordinate the color and design of the flag with event staff.
7. All tents (high peak & frame) must be white.
8. If tent exceeds 800 total square feet in size, a building permit is required. The building permit process will be responsibility of the Supplier to complete thirty (30) days prior to the event.

FAULTY EQUIPMENT

Supplier must be able to, at its own cost, furnish onsite mechanics or technical support to repair faulty equipment anytime when equipment is onsite. Repairs must be made within a reasonable time period. In the event that equipment is not able to be repaired, supplier must furnish a replacement the same day. Supplier understands that these events are dependent on rental equipment and will work with the Office of Special Events representative in the event of faulty equipment.

Item # 1-69: Rental Equipment

1. Supplier shall be available to provide multiple quantities of each item outlined on Item list in order to fulfill each event need request.
2. Single quote should be provided including a line-item price per rental item.

Load-in and Load-out

Load-in and Load-out for each event shall commence in coordination with the City of Jacksonville-Special Event Coordinator assigned.

City will Provide

The City will provide the following:

1. Adequate generator power.
2. Credentials for staff, vehicle parking passes, truck parking passes (subject to limitation based on event location.)
3. 24-hour security from start of load in through completion of load-out.