SUBJECT: PRINTING SERVICES FOR SPECIAL EVENTS

BID #: SC-0290-17 **OPEN DATE: 2016-10-12**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to Eastern Partners, LLC., dba Corr Digital Graphics, in the amount of $7,538.00 to provide additional printing services for the Office of Special Events. The period of service to remain unchanged through September 30, 2017, with three (3) one (1) year renewal options. The total revised annual expenditure not to exceed $75,000.00.

Funding for this award to be encumbered by account SPET01ASE-04801/04938 and/or PRSE134SE-04904 to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Previous Award

ANALYST: _____
CHELSEY RENFROE

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

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

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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 _____

Jacksonville
Where Florida Begins.

MEMORANDUM

TO: Gregory Pease, Chief of Procurement

FROM: Brent Fine, Special Events Manager BF

DATE: April 13, 2017

RE: Increase SC-0290-17 --- FY17 Banners and Signs

The Office of Special Events requests to increase SC-0290-17 to Eastern Partners, LLC dba Corr Digital Graphics in the amount of ~~$7,358.00~~ $7,538.00 for the period of service ending September 30, 2017. Current printing and signage needs for the Jacksonville Jazz Festival are projected to exceed the remaining funds available on master blanket PO 7A01519. With several months remaining in the fiscal year, it is requested to increase the annual dollar limit of the purchase order to $75,000.

ESTIMATED EXPENDITURES NOT TO EXCEED- $75,000.00
FUNDING SOURCE – SPET01ASE – 04801/04938 or PRSE134SE - 04904

OFFICE OF SPECIAL EVENTS - SPORTS AND ENTERTAINMENT
117 W. Duval St., Ste. 280 Jacksonville, FL 32202 Phone: 904.630.3690 Fax: 904.630.3693 www.coj.net

Title: PRINTING SERVICES FOR SPECIAL EVENTS
Bid # SC-0290-17
Bid Date: 10/12/2016
Buyer: Chelsey Renfroe
No. Invited: 12 No. Received: 2 No Bids: 0

Recorded By: Gail Sampson 10/12/2016 Date

ITEM	DESCRIPTION	Est. QTY	UoM	PRI PRODUCTIONS UNIT PRICE	PRI PRODUCTIONS EXTENDED TOTAL	EASTERN PARTNERS, LLC., dba Corr Digital Graphics UNIT PRICE	EASTERN PARTNERS, LLC., dba Corr Digital Graphics EXTENDED TOTAL
1	Single Sided Print, Wide Format on 13oz - 14oz Matte Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	12000	EA	$5.00	$60,000.00	$2.25	$27,000.00
2	Single Sided Print, Wide Format on 9oz - 10oz Matte Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	2000	EA	$5.00	$10,000.00	$2.25	$4,500.00
3	Single Sided Print, Wide Format on 9oz - 10oz Mesh Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	2000	EA	$6.00	$12,000.00	$2.60	$5,200.00
4	Single Sided Wide Format Flatbed Prints, E Flute Stock Material, Full Bleed and Trimmed	500	EA	$3.00	$1,500.00	$1.20	$600.00
5	Single Sided Wide Format Flatbed Prints, C Flute Stock Material, Full Bleed and Trimmed	500	EA	$3.50	$1,750.00	$4.28	$2,140.00
6	Single Sided Prints, Magnetic Stock Material, Full Bleed and Trimmed	200	EA	$6.00	$1,200.00	$5.60	$1,120.00
7	Single Sided Prints, Exterior Floor Graphic High Traffic Area Stock Material, Full Bleed and Trimmed	1000	EA	$8.00	$8,000.00	$6.78	$6,780.00
8	Single Sided Prints, Economy Low Tac Vinyl Stock Material, Full Bleed and Trimmed	1000	EA	$4.00	$4,000.00	$1.89	$1,890.00
9	Single Sided Prints, Static Window Cling Stock Material, Full Bleed and Trimmed	700	EA	$5.50	$3,850.00	$1.56	$1,092.00
10	Single Sided Prints, Drytac Clear PET Film Stock Material, Full Bleed and Trimmed	50	EA	$5.50	$275.00	$3.00	$150.00

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No. Invited: 12 No. Received: 2 No Bids: 0
Recorded By: Gail Sampson

10/12/2016
Date

ITEM	DESCRIPTION	ANNUAL QTY	UoM	PRI PRODUCTIONS UNIT PRICE	PRI PRODUCTIONS EXTENDED TOTAL	EASTERN PARTNERS, LLC., dba Corr Digital Graphics UNIT PRICE	EASTERN PARTNERS, LLC., dba Corr Digital Graphics EXTENDED TOTAL
11	Single Sided Prints, Perforated Window Cling (50/50, 70/30, or 60/40 option) Stock Material, Full Bleed and Trimmed	500	EA	$5.50	$2,750.00	$5.88	$2,940.00
12	Single Sided Prints, Wide Format Flatbed Print on Styrene Stock Material, Full Bleed and Trimmed	300	EA	$6.50	$1,950.00	$1.90	$570.00
13	Single Sided Print, Wide Format Flatbed Print on 4 - 6mil White Coroplast Stock Material, Full Bleed and Trimmed, Grommets 3/8" #2 Black	2000	EA	$3.00	$6,000.00	$1.75	$3,500.00
14	Single Sided Print, Wide Format Flatbed Print on 4 - 8mil White Foamcore Stock Material, Full Bleed and Trimmed	500	EA	$3.00	$1,500.00	$1.72	$860.00
15	Single Sided Print, Wide Format Flatbed Print on 4 - 8mil White Sintra PVC Stock Material, Full Bleed and Trimmed	300	EA	$3.50	$1,050.00	$3.25	$975.00
16	Commercial Grade Pop-Up Style Banner 30-34"W, 80"+H, Full Color, Includes Stand and Case.	10	EA	$260.00	$2,600.00	$95.50	$955.00
17	Pop-Up Replacement Banner 30-34"W, 80"+H, Full Color, Includes Installation into Stand.	20	EA	$100.00	$2,000.00	$35.50	$710.00
18	H-Style Yard Sign Stakes	500	EA	$1.00	$500.00	$0.96	$480.00
19	Installation Labor (Field Wall, Pride of the Jaguars, Floor Decals, Etc.)	200	HOURS	$55.00	$11,000.00	$30.00	$6,000.00
	TOTAL:			**$131,925.00**		**$67,462.00**	

	PRI PRODUCTIONS	EASTERN PARTNERS, LLC., dba Corr Digital Graphics
TERMS:	Not Stated	Not Stated
DELIVERY:	5 Business Days	Not Stated
CONFLICT OF INTEREST:	Yes	Yes
FORM 3 - BUSINESS REFERENCES:	Yes	Yes
PRINTING & INSTALLATION EXAMPLES:	No	Yes
WITHIN 45 MILES OF 32202:	Yes	Yes
ADDENDUMS 0	N/A	N/A
NOTES:		Difference in total pricing due to adjustment by Unit Pricing. "In case of error in extension of prices in the bid, the unit price will govern."

TERMS AND CONDITIONS

PRINTING SERVICES FOR SPECIAL EVENTS

SCOPE

The 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 **Printing Services** as listed in the bid documents.

AWARD

Award will be ALL OR NONE to the lowest responsive, responsible bidder. Bidders must bid on all items in a group to be considered for award. ALL awards are subject to the availability of funds.

TERM OF AGREEMENT

The term of this agreement will be from date of award through September 30, 2017, 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.

REQUIREMENTS

Bidders should submit the following with your proposal:

- Vendors should include an overview of your company, along with the in-house printing capabilities
- Recent printing and signage installation examples
- References should be supplied on Form 3 – Business/Corporate References
- Company must have the ability to produce flatbed printing
- Company must have experience in producing and installing signage for major special events and have experience in producing and installing/removing the field wall and covering the "Pride of the Jaguars" within an Everbank stadium.
- Company must have the ability to produce and print all items within this bid within 45 miles of 32205 due to last minute and quick turnaround times on printing for events

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).

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 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.

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.

PRICES

All unit prices shall include consulting of printing needs for the event, freight, delivery, and handling charges to the delivery location. The City of Jacksonville shall provide heavy equipment (fork lift, boom lift, scissor lift, etc.) where needed for installation and removal of signs.

DELIVERY AND PICK UP

Delivery will be coordinated with Office of Special Events Manager or his/her designee at 904-630-3690 or by City email.

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 (if applicable), date and time of removal/strike (if applicable), quantity ordered and shipped, unit prices, and unit of measure.

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.

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.

INVOICING

Invoices will be issued to the City of Jacksonville once supplies/services are fully rendered. At a minimum, invoices must include; City purchase order number, item number and description, date and time of shipment delivery/setup (if applicable), date and time of removal/strike (if applicable), quantity ordered and shipped, unit prices, unit of measure., and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: Office of Special Events, 117 W. Duval Street, Jacksonville, Florida 32202, Attn: Nikki Beery, Accountant and emailed to NikkiB@coj.net and BFine@coj.net.

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. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

SUPPLIER ACCESSABILITY

The City or its representatives 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.

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.

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SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Eastern Partners, LLC., dba Corr Digital Graphics, to provide printing services for the Office of Special Events. Period of service is from date of award through September 30, 2017 with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $67,462.00.

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ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 10/20/16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/20/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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