City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement** fgp

DATE: **January 3, 2022**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **CONTENT MANAGEMENT SOLUTION AND VIDEO PRODUCTION REPLACEMENT AT TIAA BANK FIELD.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

December 17, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason, EBO/JSEB Administrator DCM
Sandy Simpson, EBO/JSEB Compliance Officer SS
Jacksonville Small and Emerging Businesses

RE: **Content Management Solution and Video Production Replacement at TIAA Bank Field**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8167.

Cc: Ruben Ola
Dinah Coleman Mason

Ola, Ruben

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Thursday, December 16, 2021 10:36 AM
To:	Ola, Ruben
Cc:	Caverly, Bill; Kenny, Mike
Subject:	RM CONCLUDED & REDLINED INS. REQ. FOR CONTENT MANAGEMENT SOLUTION AND VIDEO PRODUCTION REPLACEMENT AT TIAA BANK FIELD
Attachments:	RM REDLINED INS. REQ. FOR ESC-XXXX-22 CONTENT MANAGEMENT SOLUTION AND VIDEO PRODUCTION AT TIAA BANK FIELD.doc; SCOPE- ESC-XXXX-22 CONTENT MANAGEMENT SOLUTION AND VIDEO PRODUCTION AT TIAA BANK FIELD.pdf

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for Content Management Solution & Video Prod. at TIAA BANK Field for ASMG

Summary: pages 59 to 62

- the Indemnification & Insurance provision needed to be corrected to read "ASMG, City of Jacksonville and their respective members, officers, officials, employees and agents" and not "City of Jacksonville, DCCC and their respective members, officers, officials, employees and agents".

- Added the coverage Installaiton Floater

NOTE: Please label all emails correspondence: Subject: Content Management Solution & Video Prod. at TIAA BANK Field for ASMG (ASMG)

Risk Management concludes the review.

Any further questions, please feel free to contact me.

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495

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From: Ola, Ruben <RubenO@coj.net>
Sent: Wednesday, December 15, 2021 4:31 PM
To: Verdejo Magras, Wanda <WVerdejo@coj.net>; RiskReview <RiskReview@coj.net>
Cc: Caverly, Bill <BCaverly@asmjax.com>; Kenny, Mike <MikeK@asmjax.com>
Subject: Risk Management Review: RFP for CONTENT MANAGEMENT SOLUTION AND VIDEO PRODUCTION REPLACEMENT AT TIAA BANK FIELD

Good Afternoon,

Attached is document request for Risk Management review and recommendation of insurance coverage for ASMG RFP CONTENT MANAGEMENT SOLUTION AND VIDEO PRODUCTION REPLACEMENT AT TIAA BANK FIELD. Should there be question or need additional information, feel free to contact me at rubeno@coj.net.

Thank you,

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

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ASM-JACKSONVILLE - 2022 CIP PURCHASE RECOM. (COJ)

Date Submitted: 12/10/2021 Project #: TBD

VENDOR NAME: TBD
ADDRESS:

COST: $1,150,000.00 - $1,400,00.00

DESCRIPTION OF ITEMS: Content Management Solution and Video Production replacement; to secure equipment and labor to replace outdated equipment to both avoid equipment failure and restore the Stadium production services to contemporary standards.

RECOMMENDATION: Probable bidders include but are not limited to Alpha Video, Diversified Systems and Daktronics.

The estimated value of this contract is $1,150,000.00 to $1,400,000.00. Funding for this project will be sourced from two accounting codes: First, funds from 47103.133302.565050.001197 should be applied, next funds from 47103.133302.565050.001196 should be applied.

We attest that the proposed vendor was selected in accordance with the ASM procurement procedures as approved by the City of Jacksonville and in accordance with the provisions of Ordinance 2008-555-E section 10.5.

ASM, AGM or Director of Finance: Date: 12/10/21

ASM, Stadium Director Date: 12/10/21

ASM, General Manager: Date: 12/10/21

Reviewed and approved by:

City of Jacksonville Date: 12-10-21

Ola, Ruben

From: Caverly, Bill
Sent: Thursday, December 30, 2021 2:23 PM
To: Ola, Ruben
Cc: Daniel Riess; Malice-Kelly, Jennifer; Freeman, Dustin
Subject: RE: DRAFT SOLICITATION DOCUMENT: RFP for CONTENT MANAGEMENT SOLUTION AND VIDEO PRODUCTION

Ruben,

Thank you. We will review for changes and I will be there on the 6th.

Bill Caverly
Director of Operations, ASM Global - Jacksonville
300 A Philip Randolph Blvd | Jacksonville, FL | 32202
Office: 904.630-3963 | Cell: 904-962-0749
bcaverly@asmjax.com www.jaxevents.com

From: Ola, Ruben <RubenO@coj.net>
Sent: Thursday, December 30, 2021 11:50 AM
To: Caverly, Bill <BCaverly@asmjax.com>
Cc: Daniel Riess <driess@wjhw.com>; Malice-Kelly, Jennifer <JMalice@coj.net>; Freeman, Dustin <DustinF@coj.net>
Subject: DRAFT SOLICITATION DOCUMENT: RFP for CONTENT MANAGEMENT SOLUTION AND VIDEO PRODUCTION

Good Morning,

Attached is draft solicitation document for the RFP of ESC-XXXX-22 CONTENT MANAGEMENT SOLUTION AND VIDEO PRODUCTION REPLACEMENT AT TIAA BANK FIELD.
I will submit this on Monday for the scheduled CSPEC(Committee) meeting agenda on 1/6/22, Thursday. If you have changes, feel free to let me know NLT 1/3/22 11:00am. You need to attend on 1/6/22 at 1:00pm to present/discuss this RFP to the committee and answer some questions for the requirements if any.

Please call me if you have further question.
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

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From: Caverly, Bill <BCaverly@asmjax.com>
Sent: Wednesday, December 29, 2021 12:12 PM
To: Ola, Ruben <RubenO@coj.net>
Cc: Daniel Riess <driess@wjhw.com>
Subject: RE: CMS RFP

Ruben,

A professional liability policy needs to be required.

Bill

From: Caverly, Bill <BCaverly@asmjax.com>
Sent: Tuesday, December 28, 2021 2:10 PM
To: Ola, Ruben <RubenO@coj.net>
Cc: Daniel Riess <driess@wjhw.com>
Subject: Re: CMS RFP

Performance bond and mandatory site visit as soon after the advertising As we can make it

Get Outlook for iOS

From: Ola, Ruben <RubenO@coj.net>
Sent: Tuesday, December 28, 2021 1:56:27 PM
To: Caverly, Bill <BCaverly@asmjax.com>
Cc: Daniel Riess <driess@wjhw.com>
Subject: RE: CMS RFP

We will submit this to CSPEC/Committee for approval of the solicitation document next week but need to know also some additional information if you need performance bond/payment bond, mandatory/non-mandatory site visit and location? Ads posting minimum is 21 days. Please let me know so I can finalize the draft solicitation.

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
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