SINGLE SOURCE AWARD **BID # SS-0256-19**

Subject: Management and Promotion of Annual Bob Hayes Invitational Track Meet

Department: Office of Special Events

Description of Purchase:
Recommend approval of Single Source award to Bob Hayes Invitational Track Meet, Inc., for management and promotion of the Bob Hayes Invitational Track Meet. The organization promotes amateur athletics and education through hosting of an annual high school invitation, field meet and related activities. Period of service is from date of award through September 30, 2019, with an estimated annual expenditure not to exceed $84,875.00.

Funding for this award will be encumbered by check request through funding sources: SPET01ASE-08201- EVT014-19.

Single Source Award To: Bob Hayes Invitational Track Meet, Inc.

Price Justification: See Attached

Total Award: $84,875.00 **Requisition #** N/A

Attachments: Single Source Form; Agency Memo; Previous Award

Certification as to Single Source: Brent Fine, Office of Special Events Manager

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

ANALYST: Chelsey Fleming

Gregory Pease, 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

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): Office of Special Events

FUNDING SOURCE: SPET01ASE-08201-EVT014-19

BRIEF DESCRIPTION OF GOODS/SERVICES:

Management and promotion of the annual Bob Hayes Invitational Track Meet.

AMOUNT OF PROJECT (attach quote): $84,875

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Award will be for the management and promotion of the annual Bob Hayes Invitational Track Meet. Please reference City contract #8311-14 for the scope & terms of this arrangement.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Bob Hayes Invitational Track Meet, Inc. is the sole provider of the event and directly manages all logistics and promotion.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

There is no other organization to contact as the Bob Hayes Invitational Track Meet is founders of the event and therefore, the only organization which can provide the services.

Submitted by: Brent Fine (Name) — Special Events Manager (Title)

Date: 9/27/2018

Requesting Agency's Director's Signature:

Procurement Division ____

March, 2017

City of Jacksonville, Florida

Lenny Curry, Mayor

Office of Special Events
117 W. Duval Street
Jacksonville, FL 32202
(904) 630-3690
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Gregory Pease, Chief of Procurement**

FROM: **Brent Fine, Office of Special Events Manager** BF

SUBJECT: **FY19 – Bob Hayes Track Meet**

DATE: **September 27, 2018**

The Office of Special Events requests Procurement grant a single source award to Bob Hayes Invitational Track Meet, Inc. in the amount of $84,875 for the purpose of managing and promoting the annual Bob Hayes Invitational Track Meet.

The Bob Hayes Invitational Track Meet, Inc. is an organization that promotes amateur athletics and education through the hosting of an annual high school invitational track and field meet and related activities. The mission of the organization is to encourage existing middle and high school student athletes to continue competitive amateur athletics in the sport of track and field.

Through the Office of General Counsel, City will enter into contract agreement. Payment will be processed through the contract.

ESTIMATED EXPENDITURES NOT TO EXCEED $84,875
FUNDING SOURCE: SPET01ASE-08201-EVT014-19

Attachments:

- **Single Source Request Form**
- **City Contract #8311-14, Prior Year Contract**

SINGLE SOURCE AWARD **BID # SS-0306-18**

Subject: Management and Promotion of Annual Bob Hayes Invitational Track Meet

Department: Office of Special Events

Description of Purchase:
Recommend approval of Single Source award to Bob Hayes Invitational Track Meet, Inc., for management and promotion of the Bob Hayes Invitational Track Meet. The organization promotes amateur athletics and education through hosting of an annual high school invitation, field meet and related activities. Period of service is from date of award through September 30, 2018, with an estimated annual expenditure not to exceed $84,875.00.

Funding for this award will be encumbered by check request through funding sources: SPET01ASE-06201.

Single Source Award To: Bob Hayes Invitational Track Meet, Inc.

Price Justification: See Attached

Total Award: $84,875.00 **Requisition # N/A**

Attachments: Single Source Form; Agency Memo; Previous Awards

Certification as to Single Source: Dave Herrell, Sports and Entertainment Officer, Office of Sports and Entertainment

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

ANALYST: Chelsey Fleming

Gregory Pease, Chief
Procurement Division

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

CHAIRMAN ***DATE*** 10/26/17

ACTION OF AWARDING AUTHORITY

DATE: 10/26/17

APPROVED _____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-114, Revised 12/2007

QWS3270X 10/5/2018 8:12 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 10/05/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 8:12 AM

FISCAL MO/YEAR : 01 2019 CURRENCY CODE :
INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 08201 SUBSIDIES & CONTRIBUTIONS TO PRIVATE ORG
PROJECT : EVT014 BOB HAYES TRACK
PROJECT DETAIL : 19 BOB HAYES TRACK SEC 106.328-FY19
GRANT :
GRANT DETAIL :
USER CODE :

S	OCT 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	84,875.00	84,875.00	84,875.00
EXPENDITURES	.00	.00	.00
ENCUMBRANCES	.00	.00	.00
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	84,875.00	84,875.00	84,875.00

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

G014 - RECORD FOUND