ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

MEMORANDUM

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

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

DATE: **September 10, 2020**

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 **JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT.** 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

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

August 24, 2020

TO: Greg Pease, Chief
Procurement Division

THRU: Daryl T. Joseph
Director, Parks, Recreation & Community Services

FROM: Ryan Ali
Chief, Sports and Entertainment

Subject: Jacksonville Jazz Festival Website Design, Implementation and Management Services Request for Proposal

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The Parks, Recreation and Community Service Department; Sports and Entertainment Division respectfully requests the Procurement Division proceed with issuance of a Request for Proposal (RFP) for the **Jacksonville Jazz Festival Website Design, Implementation and Management Services.**

The term of this agreement commences on the date of award through September 30, 2021, 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 conditions set forth in the bid documents.

The estimated cost for this project is $65,500.

If you need further information please contact Ryan Ali at alir@coj.net or 904-255-5451.

RA/jm

Attachments: Bid Specification

CC: Rene'e Harriman, Parks, Recreation and Community Services Department
Claire Stine, Parks, Recreation and Community Services Department
Jennifer Mallce, Sports & Entertainment

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

September 8, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Gretchen Williams, JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Jacksonville Jazz Festival Website Design, Implementation, and Management**

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 100%

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

I can be reached at (904) 255-8833.

Cc: Ruben Ola
Rose Nettles

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

Internal Document

Goal Setting Checklist

BID/RFP Name: **Jacksonville Jazz Festival Website Design, Implementation and Management**

The following has been reviewed:

☒ Number of JSEB's ready, willing, and able: 3_

☒ Scope of services: RFP for Website Design, Implementation and Management Services

☐ Types of work (non-administrative) to be done. (attach examples to document)

☒ JSEB's contacted by phone_5___.

☐ Using Agency notified of goal/percentage.

☐ Engineers Project Estimate **$65,500.00**

List JSEB's below

Company Name	Interested Yes/No
Acuity Design Group Cantrece Jones 619-8605	Yes-interested
Hart & Associates Lanette Hart 233-4439	Yes-interested
The Pollock Group Carol McWilliams 552-5227	Yes-interested
DBA Aces of Jacksonville Jesse Pina 221-6278	Not interested
DBA L. A. & Associates Michele Rollins 464-0084	Not interested

JSEB Compliance Officer: **Gretchen Williams** Date: **September 8, 2020**

Ola, Ruben

From:	Verdejo Magras, Wanda
Sent:	Thursday, September 10, 2020 6:54 PM
To:	Ola, Ruben
Cc:	Malice, Jennifer; Ali, Ryan; Hartwich, April; Freeman, Dustin
Subject:	RM REVIEW AND APPROVED INS. REQ. FOR - JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN IMPLEMENTATION AND MANAGEMENT
Attachments:	RM REVIEW AND APPROVED INS. REQ. FOR - JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN IMPLEMENTATION AND MANAGEMENT.doc; RM REVIEW AND APPROVED INS. REQ. FOR - JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN IMPLEMENTATION AND MANAGEMENT.pdf

Greetings,

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

Risk Management reviewed the Indemnification & Insurance Requirements and submitted the following changes to the Jax Jazz Festival Website design-Implementation & Management proposal

Summary:

- Attachment F pg. 40– Indemnification , I added as the last paragraph the following....
    - In the event that any portion of the scope or terms of this indemnity is in derogation of Section 725.06 or 725.08 of the Florida Statutes, all other terms of this indemnity shall remain in full force and effect. Further, any term which offends Section 725.06 or 725.08 of the Florida Statutes will be modified to comply with said statutes.

- Attachment G pg. 41- Insurance Requirements and Provisions. No changes were required

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

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
Cell : 904-234-1578

Email : wverdejo@coj.net & riskreview@coj.net

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From: Ola, Ruben
Sent: Thursday, September 10, 2020 3:55 PM
To: Verdejo Magras, Wanda; RiskReview
Cc: Malice, Jennifer; Ali, Ryan; Hartwich, April; Freeman, Dustin
Subject: Risk Management Review: RFP for JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT

Good Afternoon,

Attached are document request for Risk Management review and recommendation of insurance coverage for Special Events RFP - JACKSONVILLE JAZZ FESTIVAL WEBSITE DESIGN, IMPLEMENTATION, AND MANAGEMENT.

Should there be question, 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