City of Jacksonville, Florida
Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

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

DATE: **October 3, 2017**

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 a contractor for **Public Art Maintenance for City-owned Artworks and Memorials.** 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	

Cultural Council
OF GREATER JACKSONVILLE

August 24, 2017

MEMORANDUM

TO: Greg Pease, Chief, Procurement
FROM: Christie Holechek, Director of Art in Public Places
RE: Public Art Maintenance for City-owned Artworks and Memorials

The Cultural Council of Greater Jacksonville respectfully requests the Procurement Division proceed with the issuance of a Request for Proposal (RFP) to procure conservation and maintenance services on city-owned public art and memorials located in public facilities throughout Duval County through the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC).

The Art in Public Places Program (APP), on behalf of the City of Jacksonville and Cultural Council of Greater Jacksonville has responsibility (Ordinance Code 126.908.d) for the maintenance and conservation of the Art in Public Places Collection (APP). In 2016, a condition survey was conducted on the APP Collection to report the current physical state and the conservation and maintenance needs of each object. The needs were organized by priority and it determined that at least twenty-four (24) city-owned artworks and memorials including pedestals and plaques need immediate conservation and maintenance. This contract requires the vendor to prepare a Performance Schedule for all objects, a cost proposal of recommended treatments, materials, and equipment; estimated treatment time for each object; and advise on performing recommended daily and annual maintenance procedures on city-owned public art and memorials located in public facilities throughout Duval County.

The evaluated bid process is required due to the specialized nature of the scope included in the RFP (i.e. specialized qualifications of conservators, teams or firms). The evaluated bid process ensures that minimum requirements will be met and that an adequate level of service will be provided.

The requested time period of the agreement is for one year with two one-year renewal options based on satisfactory performance and available funding with an estimated $100,360.00 for funding for Index Code 64N-04938.

The Cultural Council of Greater Jacksonville staff is responsible for evaluating the submitted bids. These individuals will be the Art in Public Places Director, Project Manager, and the Program Coordinator.

If any additional information is required, please do not hesitate to contact me.

Christie Holechek
Director of Art in Public Places

MORE ART. CULTURE. PEOPLE.

culturalcouncil.org
300 W. Water Street, Suite 201
Jacksonville, FL 32202
phone (904) 353-3600 fax (904) 353-5100

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

July 25, 2017

To: Greg Pease, Division Chief
Procurement Division

From: Kevin Conway, JSEB Business Compliance Officer KC
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: **Public Art Maintenance for City Owned Artwork And Memorials**

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-Aside %

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

If you need additional information I may be reached at (904) 255-8840.

cc: Annette Leslie-Burney

MR/kc

Leslie-Burney, Annette

From: Willis, Ann on behalf of RiskReview
Sent: Tuesday, September 19, 2017 11:25 AM
To: Leslie-Burney, Annette; RiskReview
Cc: Freeman, Dustin; ashley@culturalcouncil.org
Subject: RE: RFP Review - Public Art Maintenance for City-owned Artworks and Memorials
Attachments: PUBLIC ART MAINTENANCE SPECS RM Redline 9.19.17.docx; PUBLIC ART MAINTENANCE SPECS RM Redline 9.19.17.pdf

Please find attached Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management approved pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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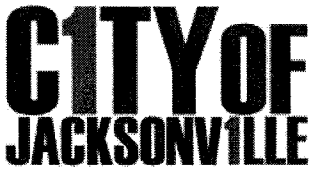
From: Leslie-Burney, Annette
Sent: Wednesday, July 26, 2017 10:57 AM
To: RiskReview
Cc: Freeman, Dustin; ashley@culturalcouncil.org
Subject: RFP Review - Public Art Maintenance for City-owned Artworks and Memorials

Please find the attached RFP for review of the insurance requirements

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net



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