SUBJECT: CROWD MANAGEMENT SERVICES – RE-BID

BID #: SC-0404-18 **OPEN DATE:** 2018-02-21

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2018 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(S)

NUMBER OF BIDS INVITED: (8) **NUMBER RECEIVED:** (2) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 5/10/18 to Event Services America, Inc. dba Contemporary Services Corp. for Crowd Services Management – Re-Bid in the amount of $181,200.00. First renewal option approved on 9/20/18 in the amount of $181,200.00.

Recommend approval to utilize the second renewal option with Event Services America, Inc. dba Contemporary Services Corp. in the annual expenditure amount of $181,200.00. Total revised award amount not-to-exceed $543,600.00. Period of service shall be October 1, 2019 through September 30, 2020 with one (1) one (1) year renewal option remaining.

This award shall be funded by accounts SPET01ASE-03405 & PRSE134SE-04904 and processed via individual Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

Attachments: Recommendation Memo, Contractor's Letter, Basis of Award, Previous Awards

Analyst: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: MARLENE RUSSELL, DIRECTOR ORGANIZATIONAL EFFECTIVENESS

(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 _____

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: **Marlene Russell, Director Organizational Effectiveness**

CC: **Brent Fine, Special Events Manager**

SUBJECT: **FY20 Crowd Management Services – SC-0404-18**

DATE: **May 16, 2019**

The Office of Special Events requests to exercise the second renewal option of award SC-0404-18, for Crowd Management Services provided by Event Services America, Inc. d/b/a Contemporary Services Company. Period of service will be October 1, 2019 through September 30, 2020.

Attached is a written agreement from the vendor exercising the renewal option at the same price and terms & conditions.

Annual expenditures are not expected to exceed $181,200 and payments will be processed by Master Blanket Purchase Order: 8A07948.

FUNDING SOURCE: SPET01ASE-03405 & PRSE134SE-04904

ATTACHMENTS:

- **Award – SC-0404-18, 1st Renewal**
- **Renewal Letter from Vendor**

CONTEMPORARY SERVICES COMPANY

June 20, 2019

Brent Fine
City of Jacksonville
Office of Special Events
117 W. Duval Street, Suite 280
Jacksonville, FL 32202

Dear Brent,

Please be advised that I, on behalf of **Event Services America, Inc. DBA: Contemporary Services Company**, do hereby express our wish to exercise our renewal option of Master Blanket **SC-0404-18 / 8A07948**. Under the renewal, I confirm pricing will be kept effective from the date of the award through the end of the renewed term.

Thank you,

Steven Kirkland
CSC-Jacksonville Branch Manager

TERMS AND CONDITIONS
CROWD MANAGEMENT SERVICES – RE-BID

1. **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 services and to obtain pricing commitments for Crowd Management Services.

2. **AWARD**

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

3. **TERM OF AGREEMENT**

The term of this agreement will be from date of award through September 30, 2018, 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.

4. **MANDATORY PRE-BID CONFERENCE**

A MANDATORY pre-bid conference will be held on Wednesday, February 7, 2018 at 10:00 A.M., located at Jacksonville City Hall, 117 W. Duval Street, Suite 280, Jacksonville, FL 32202. A conference call option for the pre-bid meeting is also available, with all information listed below.

CONFERENCE BRIDGE LOCAL NUMBER IS 904-630-1211

CONFERENCE BRIDGE TOLL FREE NUMBER IS 1-800-299-9355 THEN EXTENSION 1211

CONFERENCE BRIDGE PASSWORD IS 12345 THEN # (POUND)

5. **MINIMUM REQUIREMENTS**

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor must have experience working with the Jacksonville Sheriff's Office and the Jacksonville Fire and Rescue Department.
b. Vendor must have experience working at least 10 or more major Music Festivals or other Festival Style Events with over 40,000 attendees per day. At least four (4) major events must take place outdoors in an open-air environment (street festival).
c. Vendor must have experience working street-parades in excess of 20,000 attendees per day.

6. **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).

SUBJECT: CROWD MANAGEMENT SERVICES – RE-BID

BID #: SC-0404-18 **OPEN DATE: 2018-02-21**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2018 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(S)

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utilize the first (1) of three (3) renewal options with Event Services America, Inc. DBA Contemporary Services Corp., to continue providing crowd management services for the Office of Special Events. Period of service is from October 1, 2018 through September 30, 2019 with two (2) one (1) year renewal options remaining. Total annual expenditure not-to-exceed $181,200.00, for a revised award not-to-exceed $362,400.00.

Funding for this award to be encumbered by accounts SPET01ASE-03405 and PRSE134SE-04904, to be executed by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

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

ANALYST: CHELSEY FLEMING **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9/20/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/20/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

SUBJECT: CROWD MANAGEMENT SERVICES – RE-BID

BID #: SC-0404-18 **OPEN DATE: 2018-02-21**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2018 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(S)

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Moses Security Services, Inc., for not submitting evidence of meeting the minimum requirements as requested in the Terms and Conditions.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, Event Services America, Inc. DBA Contemporary Services Corp., to provide crowd management services for the Office of Special Events, with the Terms and Conditions being contingent upon an executed contract agreement. Period of service is from date of award through September 30, 2018 with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $181,200.00.

Funding for this award to be encumbered by accounts SPET01ASE-03405-EVTADM-18 and PRSE134SE-04904, to be executed by purchase order(s) and Services Contract.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letter

ANALYST: CHELSEY FLEMING **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 5/10/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/10/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

QWS3270X 6/26/2019 2:29 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 06/26/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 2:28 PM

FISCAL MO/YEAR : 09 2019 CURRENCY CODE :
INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 03405 SECURITY/GUARD SERVICE
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JUNE 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	109,673.50	109,673.50
EXPENDITURES	.00	69,780.28	69,780.28
ENCUMBRANCES	-.04	39,892.96	39,892.96
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.04	.26	.26

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

G014 - RECORD FOUND

QWS3270X 6/26/2019 2:17 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 06/26/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 2:16 PM

FISCAL MO/YEAR : 09 2019 CURRENCY CODE :
INDEX CODE : PRSE134SE SPECIAL EVENTS
SUBOBJECT : 04904 TRUST FUND AUTHORIZED EXPENDITURES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JUNE 2019	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	748,197.15	17,334,385.27
EXPENDITURES	263,809.49	1,049,747.33	16,104,117.32
ENCUMBRANCES	-260,407.74	70,277.48	70,277.48
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-3,401.75	-371,827.66	1,159,990.47

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

G014 - RECORD FOUND