SUBJECT: STREET POLE BANNERS

BID #: SC-0289-17 **OPEN DATE:** 2016-10-12

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: (10) **NUMBER RECEIVED:** (2) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 10/27/16 to Presentation Resource, Inc. dba PRI Productions in the amount of $110,000.00. First renewal option approved on 9/21/17 in the amount of $110,000.00; second option approved on 9/6/18 in the amount of $110,000.00.

Recommend approval to utilize the third and final renewal option with Presentation Resource, Inc. dba PRI Productions in the annual expenditure amount of $110,000.00. Total revised award amount not-to-exceed $440,000.00. Period of service shall be October 1, 2019 through September 30, 2020.

This award shall be funded by accounts SPET01ASE-04938 & 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, Vendor 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 Street Pole Banners – SC-0289-17 Renewal**

DATE: **May 16, 2019**

The Office of Special Events requests to exercise the third and final renewal option of award SC-0289-17 for street pole banner services provided by Presentation Resource, Inc. dba PRI Productions. 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 and conditions.

Expenditures are not expected to exceed $110,000 and payments will be processed by purchase order(s).

MASTER BLANKET PURCHASE ORDER: 7A01864
FUNDING SOURCE: SPET01ASE-04938 / PRSE134SE-04904

ATTACHMENTS:

- **SC-0289-17, 2nd Renewal**
- **Renewal Letter from Vendor**

PRI PRODUCTIONS

June 20, 2019

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

RENEWAL OPTION: BID SC-0289-17

Dear Brent,

Please be advised that I, on behalf of PRI Productions, do hereby express our wish to exercise the renewal option of SC-0289-17 for the City of Jacksonville Street Pole Banners. Under the renewal, I confirm pricing will be kept effective from October 1, 2019 through September 30, 2020.

Respectfully,

Sarah Horn Ausherman
VP, Sales and Events

TERMS AND CONDITIONS

STREET POLE BANNERS

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 items and to obtain pricing commitments for **Street Pole Banner Services** as listed in the bid documents.

AWARD

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

TERM OF AGREEMENT

The term of this agreement will be from date of award through September 30, 2017, 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.

REQUIREMENTS

Bidders should submit or comply with the following requirements:

- Due to the nature of the events, last minute additions may occur and supplier pricing will remain firm
- Supplier equipment must be located within 45 miles of zip code 32202.

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).

QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

SUBJECT: STREET POLE BANNERS

BID #: SC-0289-17 **OPEN DATE: 10/12/2016**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second (2) of three (3) renewal options with Presentation Resource, Inc. dba PRI Productions, for the purchase of street pole banners for the Office of Special Events. Period of service is from October 1, 2018 through September 30, 2019. Total revised estimated annual expenditure amount is $110,000.00, for an expenditure amount not to exceed $330,000.00.

Funding Source: SPET01ASE-04938 & PRSE134SE-04904 - To be executed by purchase order.

Attachments: Recommendation Memo, Vendor Letter, and Previous Award

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.

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: 9/06/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/06/18

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: STREET POLE BANNERS

BID #: SC-0289-17 **OPEN DATE: 10/12/2016**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of three (3) renewal options with Presentation Resource, Inc. dba PRI Productions, for the purchase of street pole banners for the Office of Special Events. Period of service is from October 1, 2017 through September 30, 2018. Total revised estimated annual expenditure amount is $110,000.00, for an expenditure amount not to exceed $220,000.00.

Funding Source: SPET01ASE-04938 & PRSE134SE-04904 - To be executed by purchase order.

Attachments: Recommendation Memo, Vendor Letter, and Previous Award

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. 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.

ANALYST: Annette Burney **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9/21/17

Teresa R Eichner OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/21/17

APPROVED DISAPPROVED

Sam E Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-85

OTHER

SIGNATURE OF AUTHENTICATION

SUBJECT: STREET POLE BANNERS

BID #: SC-0289-17 OPEN DATE: 2016-10-12

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 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

NUMBER OF BIDS INVITED: 10 NUMBER RECEIVED: 2 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Mass Media Outdoor Advertising Corp., for not submitting pricing in accordance with the bid specifications and general conditions.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, Presentation Resource, Inc. dba PRI Productions, for the purchase of street pole banners for the Office of Special Events. Period of service is from date of award through September 30, 2017 with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $110,000.00.

Funding for this award to be encumbered by accounts SPET01ASE-04938 or PRSE134SE-04904, to be executed by purchase order(s).

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

ANALYST: CHELSEY RENFROE

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: 10/27/16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/27/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sonya Cousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

QWS3270X 6/26/2019 2:16 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 : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 04938 MISCELLANEOUS SERVICES & CHARGES
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	1,093,599.04	1,093,599.04
EXPENDITURES	341,034.71	993,796.76	993,796.76
ENCUMBRANCES	-328,611.34	16,154.14	16,154.14
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-12,423.37	83,648.14	83,648.14

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