SUBJECT: TEMPORARY SHADE STRUCTURE AT SPECIAL EVENTS

BID #: SC-0457-19 **OPEN DATE:** 05/08/2019

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2019 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SPORTS & ENTERTAINMENT – OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 5/10/19 to Skyline Tent Company in the amount of $86,628.40.

Recommend approval to utilize the first renewal option with Skyline Tent Company in the annual expenditure amount of $86,628.40. Total revised award amount not-to-exceed $173,256.80. Period of service shall be October 1, 2019 through September 30, 2020 with three (3) one (1) year renewal options remaining.

This award shall be funded by account SPET01ASE-04938/04402 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; Previous Award

Analyst: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Marlene Russell, Director of Organizational Effectiveness

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(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 – Temporary Shade Structure at Special Events**

DATE: **May 16, 2019**

The Office of Special Events requests to exercise the first renewal option of SC-0457-19 for temporary shade structures at special events provided by Skyline Tent 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 and conditions.

Annual expenditures are not expected to exceed $86,628.40 and payments will be processed by Master Blanket Purchase Order 9A08134.

FUNDING SOURCE: SPET01ASE-04938/04402

ATTACHMENTS:

- **Award - SC-0457-19**
- **Renewal Letter from Vendor**

6/18/19

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 **Skyline Tent Company**, do hereby express our wish to exercise our renewal option of **SC-0457-19 – Temporary Shade Structure at Special Events.** 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,

Pierce Woodsmall
Skyline Tent Company

xP E. Wall 6/18/19.

SUBJECT: TEMPORARY SHADE STRUCTURE AT SPECIAL EVENTS

BID #: SC-0457-19 **OPEN DATE:** 05/08/2019

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2019 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SPORTS & ENTERTAINMENT – OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Skyline Tent Company as the lowest (only) responsive, responsible bidder. Term shall be from date of award through September 30, 2019 with four (4) one (1) year renewal options.

Estimated initial expenditure not-to-exceed amount is $86,628.40.

Funding shall be encumbered from accounts SPET01ASE-04938 and SPET01ASE-04402 and executed by Purchase Order.

Attachments: Recommendation Memo; Bid Tabulation, Specifications, Terms & Conditions

Analyst: DAVID KLAGES **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Marlene Russell, Director of Organizational Effectiveness

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 5/10/19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/10/19

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 06/25/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 3:20 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	-328,282.35	16,483.13	16,483.13
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-12,752.36	83,319.15	83,319.15

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

G014 - RECORD FOUND

FISCAL MO/YEAR : 09 2019 CURRENCY CODE :
INDEX CODE : SPET01ASE OFFICE OF SPECIAL EVENTS
SUBOBJECT : 04402 EQUIPMENT RENTALS
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	127,300.00	127,300.00
EXPENDITURES	17,344.05	78,608.06	78,608.06
ENCUMBRANCES	-14,688.10	5,655.95	5,655.95
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-2,655.95	43,035.99	43,035.99

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

G014 - RECORD FOUND