SUBJECT: HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

BID #: SC-0492-20 **OPEN DATE: 2020-8-26**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT- DATE OF AWARD THROUGH SEPT. 30, 2021, WITH NINE (9) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 12 **NUMBER RECEIVED:** 1 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the only bid for exceeding the available allocated funds. Holiday Animated Christmas Tree and Production Services Specifications will be revised and re-bid at a later date.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Bid Rejection Letter, Terms & Conditions, Scope of Work

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director, Parks, Recreation and Community Services Department

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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

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

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September 24, 2020

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Daryl Joseph, Director
Parks, Recreation and Community Services Department

RE: **PRSP-500230-20 /SC-0492-20 HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES**

In response to the solicitation for bids on the Holiday Animated Christmas Tree and Production Services, Procurement received response from one (1) bidder, and forwarded the results to Parks, Recreation and Community Services Department, Division of Sports and Entertainment, Office of Special Events to review for a recommendation of award.

The requisition PRSP-500230-20 was bid on by ELFPERTS, Inc. and required continued communication with the bidder to clarify some items on tabulation sheet costs, and more clear examples of products proposed.

The Department of Parks, Recreations and Community Services, Division of Sports and Entertainment, Office of Special Events respectfully requests to reject the lowest bidder due to estimate quote exceeding the expected budget planned for this project.

Your assistance in concurring with this recommendation for the respective award would be appreciated. If you have any questions or need additional information regarding this request, please contact Jennifer Malice at 904-255-5426 or jmalice@coj.net

JM

cc: Jennifer Malice, Sports and Entertainment; Accounting Manager
Claire Stine, Park Project Manager
Rene'e Harriman, Parks Finance Manager

BID TABULATION SHEET

TITLE: HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES
BID NO.: SC-0492-20
OPEN DATE: August 26, 2020
ANALYST: RUBEN OLA
No. Invited: (12) No. Received (1) No Bids: (1)
Bid Recorder: R. BARNETT, Announcer: S. WILLIAMS

ITEM	DESCRIPTION	QUANTITY	ELFPERTS, INC.									
			PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	ANIMATED CHRISTMAS TREE WITH LIGHTING AND MUSIC	1 EACH										
2	ASSEMBLY, DISSEMBLY AND MAINTENANCE OF TREE LABOR	500-HOUR										
3	MONTHLY STORAGE OF TREE	12-MONTH										
4	LIGHTING CEREMONY SOUND	1 EACH										
5	TREE SOUND FOR NIGHTLY PERFORMANCE	1 EACH										
6	LIGHTING CEREMONY LIGHTING	1 EACH										
7	AUDIO OR LIGHTING TECHNICIAN LABOR (REGULAR HOURS)	25-HOUR										
8	AUDIO OR LIGHTING TECHNICIAN LABOR (OVERTIME/HOLIDAY HOURS)	10-HOUR										
9	SETUP/STRIKE LABOR (REGULAR HOURS)	60-HOUR										
10	SETUP/STRIKE LABOR (OVERTIME/HOLIDAY HOURS)	40-HOUR										
		GRAND TOTAL:										
		MINIMUM REQUIREMENTS:										
		TERMS:	5% DISCOUNT 60 DAYS									
		DELIVERY (Business Days):										
		CONFLICT OF INTEREST:	✓									
		ADDENDUM (S) (1)	✓									
		NOTES:										

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NOTIFICATION OF RECOMMENDED BID REJECTION

DATE: 9/24/2020

VIA FAX/EMAIL: 518-712-9627 / The Christmas Guys
estimates@christmasguys.com

BIDDER'S NAME: ELFPERTS, INC.

CONTACT NAME: Matthew Martoccio, President

BID # SC-0492-20

DATE OPENED: 08/26/2020

REASON FOR RECOMMENDED AWARD REJECTION:

To reject the bid for exceeding the available allocated funds. Project specifications will be revised and re-bid at a later date.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: *Ruben Ola*

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

Ola, Ruben

From: Ola, Ruben
Sent: Friday, September 25, 2020 1:47 PM
To: The Christmas Guys; mike@christmasguys.com
Subject: Notification of recommended Bid Reject-SC--0492-20 HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION
Attachments: BID REJECT SC 0492 20 ELFPERTS INC.pdf

Good Afternoon,

Attached is notification of recommended bid reject for the above subject solicitation.
Thank you for participation and appreciate your interest in doing business with the City of Jacksonville.

Sincerely,

Ruben Ola, Buyer
City of Jacksonville
Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

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TERMS AND CONDITIONS

HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

1. SCOPE

The City of Jacksonville, Parks, Recreation and Community Services Department, Division of Sports and Entertainment 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 acquisition, assembly, disassembly, and storage of a holiday animated Christmas tree ("tree") and production services for the City of Jacksonville.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder grand total amount. 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, 2021, with nine (9) 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. REQUIREMENTS

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

a) Supplier must submit Supporting documentation of no more than two pages on the following:
   1. Why your company is best suited to provide this service for the City of Jacksonville
   2. Any other information that shall be considered
b) Suppliers must submit three (3) reference contacts, including name, email, phone number, and letter from other agencies utilizing similar services. This does not have to be reference letters, only the contact information.
c) Suppliers must provide itemized list of all equipment and technology being used to assemble, build, store, and light the tree.
d) Suppliers must provide names and qualifications of principle technicians involved in project.
e) Suppliers must submit product specs and drawings for the tree.
f) Suppliers must provide a detailed list and quantities of exact heavy equipment needs (such as forklifts, lulls, etc..) for assembly and disassembly purposes and power needs that your company will request the City of Jacksonville to provide at the City's cost. Items not requested from the City will be the responsibility of the supplier at suppliers' own cost.
g) Suppliers should include sample photo and video links adequately showing examples of final build of tree including animation of lighting.
h) Suppliers should submit a copy of the supplier's most recent W-9 and proof of liability insurance with the ability to name the City of Jacksonville as additionally insured (carrier number/information, certificate, etc.)

5. 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).

6. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the initial term 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. If at any time the City determines it wants to increase the size of the tree by adding additional rings, branches and lights to the base, the City may add this item under this agreement as these additions must be an exact fit and compatibility to the tree system. These items will be owned by the City once purchased and must meet the specifications of item 1 within these documents. If replacement supplies directly related to tree components (such as replacement lights, branches, ordainments, etc.) are needed they will be procured as an additional item under this agreement. Due to the nature of Special Events items may be added or altered, sometimes less than 24-hours prior to event. Additions or alterations in equipment must be approved in writing by Brent Fine, Special Events Manager, BFine@coj.net.

7. 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.

8. PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

9. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

10. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

11. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of

Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

12. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

13. SUPPLIER EMPLOYEE TRAINING AND QUALITY

Supplier employees/labor and sub suppliers shall be in supplier uniforms, well-groomed and professional while conducting services. Supplier employees/labor and sub-suppliers must be able to speak English. Supplier employees/labor and sub suppliers may not consume alcohol or tobacco while onsite working or representing the event. Shoes must be close-toe, closed-heal, and non-slip. Supplier must have formal training of employees.

14. SUBSUPPLIERS

If the Supplier proposes to use sub-suppliers to provide services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any sub-supplier candidate in its best interest and to require Supplier to replace sub supplier with one that meets City approval. Supplier shall ensure that all of Supplier's sub suppliers perform in accordance with the terms and conditions of this Contract. Supplier shall be fully responsible for all of Supplier's sub-suppliers' performance, and liable for any of Supplier's sub suppliers' non-performance and all of Supplier's sub suppliers' acts and omissions.

15. MEDIA

In an effort to convey accurate information to the public, company, company employees/labor, or company sub-suppliers must refer all media inquiries to the City of Jacksonville Office of Special Events and may not comment on any aspect of the event. News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior approval in writing from the City of Jacksonville Division of Sports and Entertainment.

SPECIFICATIONS

HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

A. SCOPE OF SERVICES AND OTHER SCHEDULES

The supplier to provide as required in the scope of work and specifications for the assembly, disassembly, and storage of a holiday animated Christmas tree ("tree") and production services for the City of Jacksonville.

2020 EVENT DATE AND TIMES*:
*Dates and times are subject to change at the direction of the City of Jacksonville's Sports and Entertainment Division. Best efforts will be made with the supplier to ensure adequate assembly and disassembly timelines. Future dates will be agreed upon between supplier and City at least 60 calendar days prior to first day of public tree lighting.

No earlier than November 2, 2020:

- Full assembly of tree including all branches, lights, decorations and clean-up of work area.

November 23 - 27, 2020:

- Conduct tests of LED Lighting system and audio for animated light show.
- Fix any technical complications

November 28, 2020:

- Tree lighting ceremony. Time is to be determined.

January 11 - 18, 2021

- Disassembly of tree and place in supplier storage.

B. REQUIREMENTS

ITEM 1- ANIMATED CHRISTMAS TREE WITH LIGHTING AND MUSIC

1. City will purchase and retain ownership of everything within item.
2. RGB Animated Christmas tree must meet the following criteria:
    a. Minimum Tree Height from base of tree: 56'
    b. Minimum Base Diameter: 20'
    c. Minimum Number of light bulbs: 16,000
        i. Light Bulb Type: RGB LED, Multi Directional, Outdoor Commercial Grade, Full Spectrum Color with varying intensities.
        ii. Animated lights should appear to dance and change color in time with the music.
        iii. All measures should be taken for all lights to avoid shorts, outages and gaps in lighting because of faulty strands.
    d. Frame of tree must be built out of high-quality metal building materials (ex. Steel). Any wood used must be pressure treated.
    e. Tree must have natural and realistic looking branches.

f. Tree must include ornaments covering at least 8% of the tree to include round ornaments, garland and/or ribbons. All must be of commercial grade. City reserves the right to approve all ornaments, garland and/or ribbons.
g. Tree must sit on base platform no less than 4' high. Platform may be stage style decking or a custom-built platform for this tree. This will be acquired as part of the tree and owned with the tree, equipment shall be new and rated for outdoor use.
h. Tree must be capable of expanding by adding additional rings, branches, and lights to increase overall height of tree.
i. Integrated controller to program lighting and music. Controller must have the capability to add songs as needed and be programmed with the light show.
j. Power transformer and any other cabling or equipment for the successful operation of the animated tree.
k. Storage container or heavy-duty boxes used to store the tree and all of the components (such as equipment and decorations) when not in use.

3. Tree may not be branded with any logos, unless included as sponsorship. City retains all sponsorship rights.
4. All materials and equipment must be waterproof and acceptable for outdoor use in all types of weather.

During the Lighting Ceremony, the Christmas tree should be lit on cue with a countdown and lights should appear to "dance" in time with holiday music. During every day after lighting ceremony (until disassembly date, or earlier date determined by City), the tree should light up and dance to a scheduled light and music show at the following times*:

Days	Start times of audio and light show (All times in EST P.M.)
Friday & Saturday	5, 5:30, 6, 6:30, 7, 7:30, 8, 8:30, 9, 9:30, 10, 10:30
Sunday - Thursday	5, 5:30, 6, 6:30, 7, 7:30, 8, 8:30, 9, 9:30
Light Boat Parade (Date TBD annually)	5, 5:30, 6, 6:30, 7, 7:30, 8, 8:30, 9, 9:30, 10, 10:30
Christmas Eve and Day	5, 5:30, 6, 6:30, 7, 7:30, 8, 8:30, 9, 9:30, 10, 10:30
New Year's Eve and Day	5, 5:30, 6, 6:30, 7, 7:30, 8, 8:30, 9, 9:30, 10, 10:30

*City reserves the right to alter times with 1 business day notice to supplier

Each show should last 13-15 minutes. During hours when light and music show is not active, the tree should be lit in a passive style with slowly changing colors/patterns throughout. City reserves the right to approve the show and music. City will be responsible for music licensing.

ITEM 2 -ASSEMBLY, DISSEMBLY AND MAINTENANCE OF TREE LABOR

1. This item does not include labor for setup and removal of items 4, 5, or 6.
2. Per hour labor for assembly, disassembly and maintenance of tree shall include all tools (not including heavy equipment) needed to assemble and dissemble tree.
3. Supplier will assemble tree, including all setup needed for tree to be ready for tree lighting and display.
4. Supplier will program tree lighting and music as agreed upon with City.
5. Supplier will perform any maintenance on the tree to repair. If replacement supplies directly related to tree components (such as replacement lights, branches, ornaments, etc.) will be procured in addition to this item and those costs should not be included within this item.

6. A knowledgeable and qualified representative on property at all times of assembly.
7. Tree must be secured with Guy Lines and weighted ballasts to withstand tropical force winds. If staking Guy Lines, supplier is responsible for utility location and repairing (at Suppliers own cost) any damage caused by staking (including replacement of grass or concrete). Tree must be independent of local infrastructure (for example, guy lines may not be secured to adjacent light pole or bench).
8. All labor for assembly and disassembly of tree shall be provided by the supplier. Union labor will not be provided.

ITEM 3 - MONTHLY STORAGE OF TREE

1. Tree must be stored in a clean, dry, location which is adequate to preserve the long-term integrity of the unit. Every effort must be made at the sole responsibility of the supplier to ensure tree is not exposed to elements that will reduce the life of the tree, such as moisture, bugs and rodents, excessive dirt, etc.
2. Tree computer components must be stored in a clean, dry, and climate-controlled area.
3. City reserves the right to inspect storage location(s) at any time.
4. City reserves the right to pay multiple months of storage in advance.
5. Storage will be paid for while tree is assembled on site as storage will be needed to store items such as storage boxes, storage containers and backup equipment for tree.
6. Supplier is responsible for any items that are lost, damaged or stolen while stored with supplier. City and Supplier must conduct a written inventory check when items are moved to and from storage.

ITEM 4: LIGHTING CEREMONY SOUND

1. Stacked concert sound system adequate to cover eight acres of open field where approximately 12,000 people will be in attendance.
    a. Sound will need to be amplified in all directions around tree. The front 270° will be where a majority of the crowd will be viewing from, the back 90° will be less than 10% of the crowd.
    b. Include all of the hardware needed (such as risers and brackets) needed to support the speakers.

2. Digital front of house mixing console with no less than 24 inputs.
3. Standard processing and effect racks.
4. A full monitor system with up to 8 monitor mixes, wedge monitors, and drum fill. Capability for in-ear monitors.
5. ClearCom communication system.
6. Full selection of industry standard microphones and stands, wired and wireless for multiple musical act show.
    a. (1) Neumann KM Series Vocal Microphone is required
    b. (4) Shure beta microphones
    c. (2) Professional wireless handheld microphones with long-range antennas

7. Sound monitoring decibel level device
8. 15'x15' or smaller unbranded front of house tent with adequate weights
9. 10' x 10' or smaller unbranded monitor tent with adequate weights
10. Oversized tree lighting switch prop to be used on stage

11. All cabling, feeder, digital snakes, racks, amplifiers, and power distribution.
    City will provide cable ramps for this item, all cables accessible to the public must be covered.

ITEM 5: TREE SOUND FOR NIGHTLY PERFORMANCE

1. Sound system to cover approximately 5 acres of open field area where no more than 400 people at a time will gather to view the tree performance. Sound must be amplified in all directions (360 degrees around tree).
2. Sound system should be housed inside of tree and weatherproof.
3. Standard mixing console with no less than 6 inputs.
4. All cabling, feeder, digital snakes, racks, amplifiers, power distribution, and cable ramps.
   City will **not** provide cable ramps for this item, all cables accessible to the public must be covered.

ITEM 6: LIGHTING CEREMONY LIGHTING

1. LED full front wash lighting to cover a musical performance stage of 24' x 32'
2. Lighting must be ground supported on a truss system
3. Eight (8) professional moving LED light fixtures
4. One (1) professional high-output haze machine
5. All cabling, power distribution, and cable ramps.
   City will **not** provide cable ramps for this item, all cables accessible to the public must be covered.

ITEM 7: AUDIO OR LIGHTING TECHNICIAN LABOR (REGULAR HOURS)

1. Monday-Saturday, 7:00 a.m. – 8:00 p.m.

ITEM 8: AUDIO OR LIGHTING TECHNICIAN LABOR (OVERTIME/HOLIDAY HOURS)

1. Sundays; Monday-Saturday, 8:00 p.m. – 7:00 a.m.
2. Holiday hours to reflect City Observed Holidays, not including Police Memorial Day

ITEM 9: SETUP/STRIKE LABOR (REGULAR HOURS)

1. Monday-Saturday, 7:00 am – 8:00 pm

ITEM 10: SETUP/STRIKE LABOR (OVERTIME/HOLIDAY HOURS)

1. Sundays; Monday-Saturday, 8:00 pm – 7:00 am
2. Holiday hours to reflect City Observed Holidays, not including Police Memorial Day

Ola, Ruben

From: Malice, Jennifer
Sent: Friday, September 25, 2020 8:40 AM
To: Ola, Ruben
Cc: Joseph, Daryl
Subject: RE: For Agency Evaluation Review: SC-0492-20 HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

If we do rebid or solicit in the future it'll have diff specs/RFP docs but for now this won't be decided until around July/August 2021

From: Ola, Ruben <RubenO@coj.net>
Sent: Thursday, September 24, 2020 4:56 PM
To: Malice, Jennifer <JMalice@coj.net>
Subject: RE: For Agency Evaluation Review: SC-0492-20 HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

Hi Jennifer,

Just little clarification, are you planning not to re-bid/re-solicit this in future or no longer interested?

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

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From: Malice, Jennifer <JMalice@coj.net>
Sent: Thursday, September 24, 2020 12:54 PM
To: Ola, Ruben <RubenO@coj.net>; Fine, Brent <BFine@coj.net>; Ali, Ryan <AliR@coj.net>; Brawer, Jordan <JBrawer@coj.net>
Cc: Freeman, Dustin <DustinF@coj.net>; Joseph, Daryl <DJoseph@coj.net>
Subject: RE: For Agency Evaluation Review: SC-0492-20 HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

Please see rejection Memo Attached.

Thank You,

From: Ola, Ruben <RubenO@coj.net>
Sent: Thursday, September 17, 2020 4:27 PM
To: Malice, Jennifer <JMalice@coj.net>; Fine, Brent <BFine@coj.net>; Ali, Ryan <AliR@coj.net>; Brawer, Jordan <JBrawer@coj.net>
Cc: Freeman, Dustin <DustinF@coj.net>; Joseph, Daryl <DJoseph@coj.net>
Subject: RE: For Agency Evaluation Review: SC-0492-20 HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

Please provide the agency memo so we can submit to GGAC to reject the only bidder for exceeding the available allocated fund and will re-bid at a future date.

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

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From: Malice, Jennifer <JMalice@coj.net>
Sent: Thursday, September 17, 2020 3:39 PM
To: Ola, Ruben <RubenO@coj.net>; Fine, Brent <BFine@coj.net>; Ali, Ryan <AliR@coj.net>; Brawer, Jordan <JBrawer@coj.net>
Cc: Freeman, Dustin <DustinF@coj.net>; Joseph, Daryl <DJoseph@coj.net>
Subject: RE: For Agency Evaluation Review: SC-0492-20 HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

Thank you Ruben,

At this time we would like to cancel this Request and decline the bid due to lack of budget with proposed cost.

From: Ola, Ruben <RubenO@coj.net>
Sent: Tuesday, September 15, 2020 4:28 PM
To: Fine, Brent <BFine@coj.net>; Malice, Jennifer <JMalice@coj.net>; Ali, Ryan <AliR@coj.net>; Brawer, Jordan <JBrawer@coj.net>
Cc: Freeman, Dustin <DustinF@coj.net>
Subject: RE: For Agency Evaluation Review: SC-0492-20 HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

Brent,

Attached is supplier's response for the clarification/questions.

Thanks,

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

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From: Fine, Brent <BFine@coj.net>
Sent: Wednesday, September 2, 2020 9:59 AM
To: Ola, Ruben <RubenO@coj.net>; Malice, Jennifer <JMalice@coj.net>; Ali, Ryan <AliR@coj.net>; Brawer, Jordan <JBrawer@coj.net>
Cc: Freeman, Dustin <DustinF@coj.net>
Subject: Re: For Agency Evaluation Review: SC-0492-20 HOLIDAY ANIMATED CHRISTMAS TREE AND PRODUCTION SERVICES

Ruben,

Thank you for providing this. We have reviewed the response and have clarification questions for the supplier:

1. Can the supplier please provide photos of how this tree will look during the daytime?
2. Per the bid documents, "Tree must include ornaments covering at least 8% of the tree to include round ornaments, garland and/or ribbons." Can the supplier please provide photos/descriptions of these ornaments, garland and/or ribbons.
3. Per the bid documents, "Tree must have natural and realistic looking branches." Can the supplier please provide clear photos of the branches?
4. How many labor hours does the supplier estimate they will need to install and remove the tree (Item #2).
5. Can the supplier please confirm the hourly rate of items 7 and 8 ($1,500 per hour for item 7 and $1,750 for item number 8) are correct?

Thank you,
Brent

--

Brent Fine
Special Events Manager
City of Jacksonville | Office of Special Events
214 North Hogan Street, Floor 4
Jacksonville, FL 32202
904.255.5416 (o) | 904.545.5068 (c)