SINGLE SOURCE AWARD **BID # SS-10597-21**

Subject: FY22 Media and Advertising Companies

Department: Parks, Recreation and Community Services Department, Office of Special Events

Description of Purchase:
Recommend approval of single source award with various media and advertising companies below for various events produced by the City of Jacksonville. Total requested annual expenditure not to exceed $250,000.00. Period of service will be from date of award through September 30, 2022.

Media advertising outlets include, but are not limited to the following: The Florida Times Union, Clear Channel Outdoor, Entertaining U, Resident Community News, Buzz Magazine, Folio Weekly, 904 Happy Hour, Jacksonville Free Press, Hola Noticias, The Florida Star, Jax4Kids, Jacksonville and Regional Military Publications, St. Augustine Record, Orlando Sentinel, Jacksonville Magazine, Jazz Times, Downbeat Magazine, Mint Magazine, Daily Billboard, Arbus and the Financial News and Daily Record, iHeart Media, Caribbean Corner Magazine, Facebook, Twitter, Instagram, Snapchat, Money Pages, Cox Media, First Coast Parent, Brunswick News Publishing, Onyx Magazine, WCGL Gospel Radio/JBD Communications, Inc., Peachjar, Outfront Media, Pure Radio Jacksonville, Chesapeake Broadcasting, Eco Latino, Morris Publishing, Jazziz Magazine, SmoothJazz News, Metro Jacksonville, Lamar Advertising, Void Magazine, WJCT, Clay Today, Jacksonville Aviation Authority, Jacksonville Transportation Authority, Groupon, Mailchimp, and Living Social.

Funding to be encumbered by various accounts and will be processed by contract, check request, Non PO Payment, P-Card and/or purchase order(s).

Single Source Award To: Various Media and Advertising Companies

Price Justification: See Attached

Total Award: $250,000.00 **Requisition #** PRSP-500918-21

Attachments: Single Source Form; Agency Memo; Previous Award

Certification as to Single Source: Daryl T. Joseph, Director, Parks, Recreation and Community Services Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED _____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Daryl T. Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7907
www.coj.net

June 18, 2021

TO: Greg Pease, Chief
Procurement Division

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

Subject: FY22 Single Source Request- Advertising

The Department of Parks, Recreation and Community Services, Division of Sports & Entertainment respectfully requests The Procurement Division grant a single source award to various media and advertising companies for events produced and hosted by the City of Jacksonville from the date of this award through September 30, 2022. Advertising services typically require a deposit for services and payment upon delivery.

Sample media advertising outlets include, but are not limited to: The Florida Times Union, Clear Channel Outdoor, Entertaining U, Resident Community News, Buzz Magazine, Folio Weekly, 904 Happy Hour, Jacksonville Free Press, Hola Noticias, The Florida Star, Jax4Kids, Jacksonville and Regional Military Publications, St. Augustine Record, Orlando Sentinel, Jacksonville Magazine, Jazz Times, Downbeat Magazine, Mint Magazine, Daily Billboard, Arbus and the Financial News and Daily Record, iHeart Media, Caribbean Corner Magazine, Facebook, Twitter, Instagram, Snapchat, Money Pages, Cox Media, First Coast Parent, Brunswick News Publishing, Onyx Magazine, WCGL Gospel Radio/JBD Communications, Inc., Peachjar, Outfront Media, Pure Radio Jacksonville, Chesapeake Broadcasting, Eco Latino, Morris Publishing, Jazziz Magazine, SmoothJazz News, Metro Jacksonville, Lamar Advertising, Void Magazine, WJCT, Clay Today, Jacksonville Aviation Authority, Jacksonville Transportation Authority, Groupon, Mailchimp, and Living Social.

Expenditures are not expected to exceed $250,000 and payments will be processed by Non PO Payment Requests, Purchase Card and/or Purchase Order.

FUNDING SOURCES – 00113.133101.548010/549040 All Activities &/or 00111.133104.548010 &/or 10302.133101.549006

JM

CC: Rene'e Harriman, Parks, Recreation and Community Services Department
Jennifer Malice, Sports & Entertainment

City of Jacksonville
Sports and Entertainment

Purchase Request Form

Submit Completed Form with Documentation and Signatures in Section 10 to Accounting Manager 4250,000

1 Various Vendors
SUPPLIER NAME

2 $ ~~100,000.00~~
AMOUNT REQUESTED/ESTIMATE

3 [ ] Purchase Order [ ] Check (Mailed) [ ] Check (On Site) [ ] P-Card [ ] Internal Service [ ] Other:
PAYMENT METHOD

4 Various
REQUESTED PURCHASE ITEMS

5 Various
EVENT NAME

EVENT DATE

6
JUSTIFICATION

PAYEE INFORMATION

7 Various Vendors
SUPPLIER NAME

SUPPLIER WEBSITE

STREET

APARTMENT/SUITE

CITY

STATE

ZIP

CONTACT NAME

TELEPHONE

EMAIL

PURCHASE INFORMATION

8 List any special instructions or information regarding your order not listed on the business quote, e.g. - quantity, color, size, etc.

FY2022 Advertising Award

DOCUMENTATION

9 Attach official itemized quotes, contracts or other documentation for the requested purchase

AUTHORIZATION

10 By signing, I indicate that the above information is true and correct to the best of my knowledge and understand that requests are not approved until a PO, contract or other authorized procurement method is approved; available budget does not indicate approval for particular expenditures; all expenditures are subject to Chief and Procurement approval.

REQUESTOR SIGNATURE — DATE 6/2/2021

SUPERVISOR SIGNATURE (If Required) — DATE

April Hartwich
REQUESTOR PRINTED NAME — DATE 6/2/21

SUPERVISOR PRINTED NAME (If Required) — DATE

OFFICE USE

APPROVE [✓] DISSAPPROVE [ ]
ACCOUNTING MANAGER — DATE 6/2/21

APPROVE [✓] DISSAPPROVE [ ]
Director, Parks Recreation and Community Services — DATE 6-3-21

[✓] Artistic Award [ ] Bid [ ] Contract [ ] Sole Source
PROCUREMENT METHOD

Requisition: 500918.21 Fund(5)/Center(6): SPET ✓ PRSE ___ Misc ___

Account(6): ___ Activity(8): ___ FY: 22 Date entered: 6/3/21

1Cloud: Multiple

NOTES:

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

electronic media (website/online/social/media) Radio, television, print publications for the purpose of promoting events produced/sponsored by the City of Jacksonville

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Multiple providers are needed for this level of service to effectively promote and communicate using a variety of mediums with the goal of outreach, engagement, and participation in events produced and/or sponsored by the City of Jacksonville Sports and Entertainment.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The Division of Sports and Entertainment has researched the availability of the requested goods /services from other sources. Due to the nature of advertising, a single source is needed to allow for the best services and marketing quality for City events.

Procurement Division

March, 2020

6-3-21

SINGLE SOURCE AWARD **BID # SS-9333-21**

Subject: FY21 Media and Advertising Companies

Department: Parks, Recreation and Community Services Department, Office of Special Events

Description of Purchase:
Recommend approval of single source award with various media and advertising companies below for various events produced by the City of Jacksonville. Total requested annual expenditure not to exceed $103,360.00. Period of service will be from date of award through September 30, 2021.

Media advertising outlets include, but are not limited to the following: The Florida Times Union, Clear Channel Outdoor, Entertaining U, Resident Community News, Buzz Magazine, Folio Weekly, 904 Happy Hour, Jacksonville Free Press, Hola Noticias, The Florida Star, Jax4Kids, Jacksonville and Regional Military Publications, St. Augustine Record, Orlando Sentinel, Jacksonville Magazine, Jazz Times, Downbeat Magazine, Mint Magazine, Daily Billboard, Arbus and the Financial News and Daily Record, iHeart Media, Caribbean Corner Magazine, Facebook, Twitter, Instagram, Snapchat, Money Pages, Cox Media, First Coast Parent, Brunswick News Publishing, Onyx Magazine, WCGL Gospel Radio/JBD Communications, Inc., Peachjar, Outfront Media, Pure Radio Jacksonville, Chesapeake Broadcasting, Eco Latino, Morris Publishing, Jazziz Magazine, SmoothJazz News, Metro Jacksonville, Lamar Advertising, Void Magazine, WJCT, Clay Today, Jacksonville Aviation Authority, Jacksonville Transportation Authority, Groupon, Mailchimp, and Living Social.

Funding to be encumbered by various accounts and will be processed by contract, check request, Non PO Payment, P-Card and/or purchase order(s).

Single Source Award To: Various Media and Advertising Companies

Price Justification: See Attached

Total Award: $103,360.00 **Requisition #** N/A

Attachments: Single Source Form; Agency Memo; Previous Award

Certification as to Single Source: Daryl T. Joseph, Director, Parks, Recreation and Community Services Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eikner
CHAIRMAN

DATE 11/05/2020

ACTION OF AWARDING AUTHORITY

DATE: 11/5/20

APPROVED ✓ BH **DISAPPROVED**

Brian Hughes
Chief Administrative Officer
For. Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

OTHER

SIGNATURE OF AUTHENTICATION

FORM GB-114, Revised 12/2007

City of Jacksonville, Florida

Daryl T. Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7907
www.coj.net

ONE CITY. ONE JACKSONVILLE.

October 14, 2020

TO: Greg Pease, Chief
Procurement Division

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

Subject: FY21 Single Source Request- Advertising

The Division of Sports & Entertainment requests a single source award to media and advertising companies for various events produced by the City of Jacksonville for 1 year from the date of this award. Advertising services typically require a deposit for services and payment upon delivery.

Sample media advertising outlets include, but are not limited to: The Florida Times Union, Clear Channel Outdoor, Entertaining U, Resident Community News, Buzz Magazine, Folio Weekly, 904 Happy Hour, Jacksonville Free Press, Hola Noticias, The Florida Star, Jax4Kids, Jacksonville and Regional Military Publications, St. Augustine Record, Orlando Sentinel, Jacksonville Magazine, Jazz Times, Downbeat Magazine, Mint Magazine, Daily Billboard, Arbus and the Financial News and Daily Record, iHeart Media, Caribbean Corner Magazine, Facebook, Twitter, Instagram, Snapchat, Money Pages, Cox Media, First Coast Parent, Brunswick News Publishing, Onyx Magazine, WCGL Gospel Radio/JBD Communications, Inc., Peachjar, Outfront Media, Pure Radio Jacksonville, Chesapeake Broadcasting, Eco Latino, Morris Publishing, Jazziz Magazine, SmoothJazz News, Metro Jacksonville, Lamar Advertising, Void Magazine, WJCT, Clay Today, Jacksonville Aviation Authority, Jacksonville Transportation Authority, Groupon, Mailchimp, and Living Social.

Expenditures are not expected to exceed $103,360 and payments will be processed by contract, check request, Non PO Payment, P-Card and/or purchase order.

FUNDING SOURCE – SPET01ASE 04801/04938 &/or PRSE134SE – 04904
00113.133105.548010/549040 &/or 10302.133101.549006

JM

CC: Rene'e Harriman, Parks, Recreation and Community Services Department
Claire Stine, Parks, Recreation and Community Services Department
Jennifer Malice, Sports & Entertainment

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

electronic media (website/online/social/media) Radio, television, print publications for the purpose of promoting events produced/sponsored by the City of Jacksonville

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Multiple providers are needed for this level of service to effectively promote and communicate using a variety of mediums with the goal of outreach, engagement, and participation in events produced and/or sponsored by the City of Jacksonville Sports and Entertainment.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

The Division of Sports and Entertainment has researched the availability of the requested goods /services from other sources Due to the nature of advertising, a single source is needed to allow for the best services and marketing quality for City events

City of Jacksonville
Sports and Entertainment

Purchase Request Form

Submit Completed Form with Documentation and Signatures in Section 10 to Accounting Manager

1 Clear Channel Outdoor
SUPPLIER NAME

2 $5,415.00
AMOUNT REQUESTED/ESTIMATE

3 [X] Purchase Order [ ] Check (Mailed) [ ] Check (On Site) [ ] P-Card [ ] Interna Service [ ] Other:
PAYMENT METHOD

4 Billboards for GA/FL
REQUESTED PURCHASE ITEMS

5 Georgia-Florida
EVENT NAME

11/7/20
EVENT DATE

6
JUSTIFICATION

PAYEE INFORMATION

7 Clear Channel Outdoor
SUPPLIER NAME

SUPPLIER WEBSITE

4601 Touchton Rd
STREET

3290
APARTMENT/SUITE

Jacksonville
CITY

FL
STATE

32246
ZIP

Jasmine O'Shields
CONTACT NAME

904-996-0441
TELEPHONE

jasmineoshields@clearchannel.com
EMAIL

PURCHASE INFORMATION

8 List any special instructions or information regarding your order not listed on the business quote, e.g. - quantity, color, size, etc.

Billboards for Georgia-Florida

DOCUMENTATION

9 Attach official itemized quotes, contracts or other documentation for the requested purchase

AUTHORIZATION

10 By signing, I indicate that the above information is true and correct to the best of my knowledge and understand that requests are not approved until a PO, contract or other authorized procurement method is approved; available budget does not indicate approval for particular expend tures; all expenditures are subject to Chief and Procurement approval.

REQUESTOR SIGNATURE — DATE 10/19/2020

SUPERVISOR SIGNATURE (If Required) — DATE

April Hartwich
REQUESTOR PRINTED NAME — DATE 10/19/20

SUPERVISOR PRINTED NAME (If Required) — DATE

OFFICE USE

APPROVE [ ] DISSAPPROVE [ ] ACCOUNTING MANAGER — DATE 10/20/20

APPROVE [✓] DISSAPPROVE [ ] Director, Parks Recreation and Community Services — DATE 10/21/20

[ ] Artistic Award [ ] Bid [ ] Contract [ ] Sole Source
PROCUREMENT METHOD

Recus tion: ____ Fund(5)/Center(6) SPET ✓ PRSE ____ Misc ____
Account(6): Adv. Activity(9): FLGA FY: 21 Date entered ____
1Cloud 0013.13301.548010.0000 1328

NOTES:
Adver. Awarded
915.04
FLGA/Adv.