SUBJECT: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID #: SC-0222-20

OPEN DATE: 2019-09-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2020, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 28 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second of four (4) one (1) year renewal options with DME Delivers, LLC d/b/a DME Visual, LLC for PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS. A request of price escalation for Line Item #2, 9-10oz Mesh Banners with Grommets from $2.25 sq. ft. to $2.60 sq. ft. resulting in an increase of $3,500.00. All other items remain the same price and terms & conditions. Total requested annual expenditure not to exceed $115,017.00. The revised total award expenditure not to exceed $338,051.00. Period of service will be from October 1, 2021 through September 30, 2022.

Funding Source: 00113.133101.548010/549040/544020. All Activities
00011.133104.548010.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000
To be executed by purchase order(s).

Attachments: Recommendation Memo, Vendor Letter, Previous Award

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

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

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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 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.

July 20, 2021

TO: Greg Pease, Chief
Procurement Division

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

Subject: FY22 Printing and Installation Services for Special Events by DME Delivers, LLC dba DME Visual, LLC SC-0222-20/POA-0B01905 2nd Renewal Request

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The Department of Parks, Recreation and Community Services, Division of Sports and Entertainment requests to exercise the second renewal option of four (4) one (1) year renewal options for SC-0222-20/POA-0B01905 for Printing and Installation Services for Special Events by DME Delivers, LLC dba DME Visual, LLC. Period of service will be October 1, 2021, through September 30, 2022.

Attached is a written agreement from the supplier exercising the renewal option with a price escalation on item #2. 9-10oz Mesh Banners with Grommets resulting in a $3,500 annual escalation with all other items at the same price, terms, and conditions.

Annual expenditures are not expected to exceed $115,017.00 with total award not expected to exceed $338,051.00 and payments will be processed by Purchase Order releases from the assigned Purchase Order Agreement.

FUNDING SOURCES: **00113.133101.548010/549040/544020. All Activities**
00111.133104.548010.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000

Attachments: SC-0222-20, Renewal Letter from Supplier, Previous Award

JMK

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

7/19/2021

Brent Fine
City of Jacksonville
Division of Sports & Entertainment
214 N. Hogan Street, Floor 4
Jacksonville, FL 32202

Dear Brent,

Please be advised that I, on behalf of **DME Delivers**, do hereby express our wish to exercise out renewal option of **BID # SC-0222-20** and **POA- 0B01905**. Under the renewal, I confirm pricing will be kept effective from the date of the award through the end of the renewed term with one exception on Item 2- 9-10oz Mesh Banner with Grommets. The current bid price is $2.25 sq ft. and we would like to change it to $2.60. This item has had a material increase in the past 6 months.

Thank you,

Bart Worley
Managing Partner, DME Delivers

SUBJECT: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID #: SC-0222-20

OPEN DATE: 2019-09-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2020, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 28 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2020 to date of award.

Recommend approval to utilize the first of four (4) one (1) year renewal options with DME Delivers, LLC d/b/a DME Visual, LLC for PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS. Total requested annual expenditure not to exceed $111,517.00. Total award expenditure not to exceed $223,034.00. Period of service will be from date of award through September 30, 2021.

Funding Source:

00113	133101	549040	000000	00001328	00000
00113	133101	548010	000000	00001328	00000
00113	133101	544020	000000	00001328	00000
10302	133101	549006	000000	00000000	00000

To be executed by Purchase Order(s).

Attachments: Recommendation Memo, Vendor Letter, Previous Award

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 10/22/2020

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/23/20

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

September 29, 2020

TO: Greg Pease, Chief
Procurement Division

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

Subject: FY21 Printing and Signage Renewal-SC-0222-20

The Department of Parks, Recreation and Community Services, Division of Sports and Entertainment requests to exercise the first renewal option of four one year renewal options for SC-0222-20 for Printing and Signage needs provided by DME Delivers. Period of service will be October 1, 2020 through September 30, 2021.

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

Annual expenditures are not expected to exceed $111,517 with total award not to exceed $223,034.00 and payments will be processed by purchase order.

FUNDING SOURCE: SPET01ASE-04801/04938/04402 & PRSE134SE-04904
00113.133101.549040/544020/548010 or 10302.133101.549006

ATTACHMENTS:

- **SC-0222-20**
- **Renewal Letter from Supplier**

JM

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

DME DELIVERS

DMEDELIVERS.com
386.271.3000
2441 Bellevue Avenue
Daytona Beach, FL 32114

9.3.2020

Brent Fine
City of Jacksonville
Office of Special Events
214 N. Hogan Street, Floor 4
Jacksonville, FL 32202

Dear Brent,

Please be advised that I, on behalf of DME Delivers, do hereby express our wish to exercise our renewal option of Printing/Signage | SC-0222-20 | DME Delivers. 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,

Bart Worley
Managing Partner
DME Delivers

P

SUBJECT: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID #: SC-0222-20

OPEN DATE: 2019-09-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2020, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 28 NUMBER RECEIVED: 6 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder DME Delivers, LLC d/b/a DME Visual, LLC in the amount of $111,517.00 for PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS. Period of service will be from date of award through September 30, 2020, with four (4) one (1) year renewal options.

Funding for this award to be encumbered by SPET01ASE-04801/04938 and PRSE134SE-04904, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheets, Terms and Conditions, Specifications

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 10/03/19

OTHER:

ACTION OF AWARDING AUTHORITY

DATE 10/3/19

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

City of Jacksonville, Florida

Daryl 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.

9/18/2019

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

THROUGH: Daryl Joseph, Director
Ryan Ali, Manager of Sports & Entertainment

FROM: Brent Fine, Special Events Manager

RE: **SC-0222-20, Printing and Installation Services for Special Events**

The Parks, Recreation and Community Services Department, Sports & Entertainment Division, Office of Special Events respectfully requests procurement award SC-0222-20 for Printing and Installation Services to the lowest responsive, responsible bidder, DME Delivers, LLC.

Term of agreement will be from date of award through September 30, 2020, with four (4) one (1) year renewal options. Annual expenditures are not expected to exceed $111,517.00 and payment will be processed by releases on a FY20 Master Blanket Purchase Order. Funding sources to be utilized include SPET01ASE-04801 / 04938 and PRSE134SE-04904.

Your assistance in concurring with this recommendation for the respective award would be appreciated. If you have any questions or if further information is required, please contact Krista Alford at 255-5426.

cc: Rene'e Harriman, Parks, Recreation and Community Services Finance Manager
Claire Stine, Parks Project Manager

BID TABULATION SHEET

TITLE: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID NO.: SC-0222-20

OPEN DATE: September 11, 2019

ANALYST: RUBEN OLA

No. Invited: (28) No. Received (6) No Bids: (0)

Bid Recorder: R. Barnett, Announcer: O. Wallace-Cohen

ITEM	DESCRIPTION	EST. QUANTITY	OME DELIVERS, LLC		ARC DOCUMENT SOLUTIONS		DPF SOLUTIONS GROUP, LLC		PIN POINT	
			PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	Single Sided Print, Wide Format on 10oz - 12oz Matte Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	14,000 SQ.FT.	$ 2.25	$ 31,500.00	$ 1.95	$ 27,300.00			$ 1.98	$ 27,720.00
2	Single Sided Print, Wide Format on 9oz - 10oz Mesh Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	10,000 SQ.FT.	$ 2.25	$ 22,500.00	$ 1.95	$ 19,500.00			$ 2.35	$ 24,500.00
3	Single Sided Wide Format Flatbed Prints, E Flute Stock Material, Full Bleed and Trimmed	500 SQ.FT.	$ 1.20	$ 600.00	$ 1.75	$ 875.00			$ 1.95	$ 975.00
4	Single Sided Wide Format Flatbed Prints, C Flute Stock Material, Full Bleed and Trimmed	500 SQ.FT.	$ 4.28	$ 2,140.00	$ 1.50	$ 750.00			$ 2.65	$ 1,325.00
5	Single Sided Prints, Magnetic Stock Material, Full Bleed and Trimmed	200 SQ.FT.	$ 5.60	$ 1,120.00	$ 7.00	$ 1,400.00			$ 5.20	$ 1,040.00
6	Single Sided Prints, Exterior Floor Graphic High Traffic Area Stock Material, Full Bleed and Trimmed	1,000 SQ.FT.	$ 6.78	$ 6,780.00	$ 9.00	$ 9,000.00			$ 4.45	$ 4,450.00
7	Single Sided Prints, Economy Low Tac Vinyl Stock Material, Full Bleed and Trimmed	1,000 SQ.FT.	$ 1.89	$ 1,890.00	$ 2.50	$ 2,500.00			$ 2.65	$ 2,650.00
8	Single Sided Prints, Static Window Cling Stock Material, Full Bleed and Trimmed	700 SQ.FT.	$ 1.56	$ 1,092.00	$ 3.00	$ 2,100.00			$ 2.05	$ 1,435.00
9	Single Sided Prints, Drytac Clear PET Film Stock Material, Full Bleed and Trimmed	50 SQ.FT.	$ 3.00	$ 150.00	$ 14.00	$ 700.00			$ 2.99	$ 149.50
10	Single Sided Prints, Perforated Window Cling (50/50, 70/30, or 60/40 option) Stock Material, Full Bleed and Trimmed	1,500 SQ.FT.	$ 5.88	$ 8,820.00	$ 3.25	$ 4,875.00			$ 3.64	$ 5,460.00
11	Single Sided Prints, Wide Format Flatbed Print on Styrene Stock Material, Full Bleed and Trimmed	300 SQ.FT.	$ 1.90	$ 570.00	$ 2.25	$ 675.00			$ 2.25	$ 675.00
12	Single Sided Print, Wide Format Flatbed Print on 4 - 6mil White Coroplast Stock Material, Full Bleed and Trimmed, Grommets 3/8" #2 Black	5,000 SQ.FT.	$ 1.75	$ 8,750.00	$ 2.00	$ 10,000.00			$ 1.90	$ 9,500.00

BID TABULATION SHEET

13	Single Sided Print, Wide Format Flatbed Print on 4 - 6mil White Foamcore Stock Material, Full Bleed and Trimmed	500 SQ.FT.	$ 1.72	$ 860.00	$ 1.75	$ 875.00			$ 2.15	$ 1,075.00
14	Single Sided Print, Wide Format Flatbed Print on 4 - 6mil White Sintra PVC Stock Material, Full Bleed and Trimmed	300 SQ.FT.	$ 3.25	$ 975.00	$ 4.95	$ 1,476.00			$ 3.95	$ 1,185.00
15	Commercial Grade Pop-Up Style Banner 30-34"W, 80"+H, Full Color, Includes Stand and Case	10 EA	$ 95.50	$ 955.00	$ 225.00	$ 2,225.00			$ 115.00	$ 1,150.00
16	Pop-Up Replacement Banner 30-34"W, 80"+H, Full Color, Includes Installation into Stand.	20 EA	$ 35.50	$ 710.00	$ 75.00	$ 1,500.00			$ 80.00	$ 1,600.00
17	H-Style Yard Sign Stakes	500 EA	$ 0.96	$ 480.00	$ 0.50	$ 250.00			$ 0.65	$ 325.00
18	Installation Labor – stock materials such as vinyl matte banner, mesh banner, coroplast, foamcore, E-flute, C-flute. (Field Wall, Pride of the Jaguars in TIAA Bank Field)	200 HOURS	$ 60.00	$ 12,000.00	$ 100.00	$ 20,000.00			$ 65.00	$ 13,000.00
19	Installation Labor – stock materials such as Floor Graphics, Low-tac vinyl, window static cling, PET film, Perforated Window Cling	3,500 SQ.FT.	$ 2.75	$ 9,625.00	$ 4.50	$ 15,750.00			$ 4.35	$ 15,225.00
	GRAND TOTAL:			$111,517		$121,750.00				$113,439.50
	BUSINESS/CORPORATE REFERENCES:		✓		✓		✓		✓	
	TERMS:				0% 30 days				0% 30 days	
	DELIVERY (Business Days):								3 days	
	CONFLICT OF INTEREST:		✓		✓		✓		✓	
	ADDENDUM(1):				✓				✓	
	NOTES:						Bid rejected for failure to sign the Bid Form and unable to provide Business/Corporate References minimum requirement			

BID TABULATION SHEET

TITLE: PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

BID NO.: SC-0222-20

OPEN DATE: September 11, 2019

ANALYST: RUBEN OLA

No. Invited: (28) No. Received (8) No Bids: (0)

Bid Recorder: R. Barnett, Announcer: O. Cohen-Wallace

ITEM	DESCRIPTION	EST. QUANTITY	PRESENTATION RESOURCE INC. PRICE EACH	PRESENTATION RESOURCE INC. EXT. PRICE	AMI GRAPHICS PRICE EACH	AMI GRAPHICS EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	Single Sided Print, Wide Format on 10oz - 12oz Matte Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	14,000 SQ.FT.	$ 3.00	$ 42,000.00	$ 2.05	$ 28,700.00				
2	Single Sided Print, Wide Format on 9oz - 10oz Mesh Banner. Fully Hemmed. Grommets 3/8" #2 Black on Top, Bottom, Left, Right, Each 24 Inches, Full Bleed and Trimmed	10,000 SQ.FT.	$ 4.50	$ 45,000.00	$ 2.30	$ 23,000.00				
3	Single Sided Wide Format Flatbed Prints, E Flute Stock Material, Full Bleed and Trimmed	500 SQ.FT.	$ 3.00	$ 1,500.00	$ 3.25	$ 1,625.00				
4	Single Sided Wide Format Flatbed Prints, C Flute Stock Material, Full Bleed and Trimmed	500 SQ.FT.	$ 3.50	$ 1,750.00	$ 6.00	$ 3,000.00				
5	Single Sided Prints, Magnetic Stock Material, Full Bleed and Trimmed	200 SQ.FT.	$ 9.00	$ 1,800.00	$ 8.95	$ 1,790.00				
6	Single Sided Prints, Exterior Floor Graphic High Traffic Area Stock Material, Full Bleed and Trimmed	1,000 SQ.FT.	$ 9.00	$ 9,000.00	$ 12.50	$ 12,500.00				
7	Single Sided Prints, Economy Low Tac Vinyl Stock Material, Full Bleed and Trimmed	1,000 SQ.FT.	$ 6.00	$ 6,000.00	$ 4.00	$ 4,000.00				
8	Single Sided Prints, Static Window Cling Stock Material, Full Bleed and Trimmed	700 SQ.FT.	$ 5.00	$ 3,500.00	$ 4.80	$ 3,360.00				
9	Single Sided Prints, Drytac Clear PET Film Stock Material, Full Bleed and Trimmed	50 SQ.FT.	$ 5.00	$ 250.00	$ 18.00	$ 900.00				
10	Single Sided Prints, Perforated Window Cling (50/50, 70/30, or 60/40 option) Stock Material, Full Bleed and Trimmed	1,500 SQ.FT.	$ 6.50	$ 9,750.00	$ 6.00	$ 9,000.00				
11	Single Sided Prints, Wide Format Flatbed Print on Styrene Stock Material, Full Bleed and Trimmed	300 SQ.FT.	$ 6.50	$ 1,950.00	$ 3.85	$ 1,155.00				
12	Single Sided Print, Wide Format Flatbed Print on 4 - 6mil White Coroplast Stock Material, Full Bleed and Trimmed, Grommets 3/8" #2 Black	6,000 SQ.FT.	$ 4.50	$ 22,500.00	$ 2.85	$ 14,250.00				

BID TABULATION SHEET

13	Single Sided Print, Wide Format Flatbed Print on 4 - 8mil White Foamcore Stock Material, Full Bleed and Trimmed	500 SQ.FT.	$ 5.50	$ 2,750.00	$ 3.50	$ 1,750.00				
14	Single Sided Print, Wide Format Flatbed Print on 4 - 8mil White Sintra PVC Stock Material, Full Bleed and Trimmed	300 SQ.FT.	$ 5.00	$ 1,500.00	$ 11.60	$ 3,480.00				
15	Commercial Grade Pop-Up Style Banner 30-34"W, 80"+H, Full Color, Includes Stand and Case	10 EA	$ 160.00	$ 1,600.00	$ 250.00	$ 2,500.00				
16	Pop-Up Replacement Banner 30-34"W, 80"+H, Full Color, Includes Installation into Stand.	20 EA	$ 50.00	$ 1,000.00	$ 150.00	$ 3,000.00				
17	H-Style Yard Sign Stakes	500 EA	$ 1.00	$ 500.00	$ 1.25	$ 625.00				
18	Installation Labor – stock materials such as vinyl matte banner, mesh banner, coroplast, foamcore, E-flute, C-flute. (Field Wall, Pride of the Jaguars in TIAA Bank Field)	200 HOURS	$ 55.00	$ 11,000.00	$ 75.00	$ 15,000.00				
19	Installation Labor – stock materials such as Floor Graphics, Low-tac vinyl, window static cling, PET film, Perforated Window Cling	3,500 SQ.FT.	$ 1.50	$ 5,250.00	$ 6.00	$ 21,000.00				
	GRAND TOTAL:			$168,800		$160,635.00				
	BUSINESS/CORPORATE REFERENCES:		✓		✓					
	TERMS:		1% 10 days		2% 10 days					
	DELIVERY (Business Days):		2		15					
	CONFLICT OF INTEREST:		✓		✓					
	ADDENDUM(1):									
	NOTES:									

TERMS AND CONDITIONS

PRINTING AND INSTALLATION SERVICES FOR SPECIAL EVENTS

1. **SCOPE**

The Office of Special Events of the City of Jacksonville, Florida ("City") 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 various Printing and Installation Services as listed in the bid documents.

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, 2020. with four (4) 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. **MINIMUM REQUIREMENTS**

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

a. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.
b. Bidders should submit the following with your proposal:
   (i) An overview of the company, along with the in-house printing capabilities
   (ii) Recent printing and signage installation examples
   (iii) References should be supplied on Business/Corporate References Form

5. **PRE-BID CONFERENCE**

Not Applicable.

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).

7. **QUANTITIES**

Quantities indicated may vary as needed and should not be considered fixed.

8. **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.

9. **PRICES**

All unit prices shall include consulting of printing needs for the event, freight, delivery, and handling charges to the delivery location. The City of Jacksonville shall provide heavy equipment (fork lift, boom lift, scissor lift, etc.) where needed for installation and removal of signs. Bidders shall provide installation materials (zip ties, rope, squeegees, towels, tape, etc.) and tools (Ladders, screw drivers, scissors, knives, etc.) where needed for installation and removal of signs.

10. **DELIVERY AND PICK UP**

Delivery will be coordinated with Office of Special Events Manager or his/her designee at 904-255-5422 or by City email.

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: City purchase order number, item number and description, date and time of delivery/installation (if applicable), date and time of removal/strike (if applicable), quantity ordered and shipped, unit prices, and unit of measure.

11. **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. Items damaged during shipping to the City are the responsibility of the bidder and must be replaced at no cost to the City. The City or its agencies will determine compliance with bid specifications.

12. **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.

13. **INVOICING**

Invoices will be issued once services are delivered and or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include: purchase order 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.

14. **INSURANCE/INDEMNIFICATION**

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

15. **REPORTING**

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format

SPECIFICATIONS

Description of Services and Deliverables

A. BACKGROUND

The Office of Special Events of the City of Jacksonville, Florida ("City") 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 various Printing and Installation Services as listed in the bid documents.

B. SCOPE OF SERVICES

These services will be utilized for all events sponsored by the Office of Special Events. Events include, but are not limited to: Florida-Georgia Football Weekend, Sea & Sky Air Show, World of Nations Celebration, Jazz Festival, New Year's Eve, Light Boat Parade and July 4th Fireworks, Veterans Day Parade, etc. and miscellaneous events. At times, the City may utilize this bid for other projects.

We request bidders to supply us one rate. Daily, weekly, holiday and rush rates are to be the same. Rates shall include consulting of printing needs for the event, freight, delivery, and handling charges to the delivery location. Delivery location shall be within the 32202 zip code.
Bidders must be able to provide quality professional printing services. Contractor must coordinate with Special Events Coordinator for timelines on printing services for each event. Due to the nature of the events, last minute additions to printing may occur and we request bidders have the ability to print all items within 100 miles of Downtown Jacksonville, Florida zip code 32202.

1. Company must have the ability to produce direct flatbed printing.
2. Company must have experience in producing and installing signage for major special events and facilities.
    a. Bidders must have the ability to execute the following installations and removals, however, other installations may be necessary under this agreement:
    b. TIAA Bank Field wall.
    c. Covering the "Pride of the Jaguars" within TIAA Bank Field with a vinyl banner.
    d. Covering the TIAA Bank Field East and West club windows with perforated material
3. Company must have the ability to produce and print all items within this bid within 100 miles of zip code 32205.
4. Company must have the ability to custom laser cut various materials, to be included with the unit price.
5. Installer of low-tac vinyl, window decals, and floor graphics must be a 3M Certified Installer.
6. Supplier employees shall be in supplier uniforms, well-groomed and professional while conducting services on-site. Supplier employees must be able to speak English. Staff may not consume alcohol or tobacco while onsite working or representing an event.