SUBJECT: DUVAL COUNTY TOURIST DEVELOPMENT PLAN COMPONENTS: TOURIST BUREAU SERVICES, MARKETING SERVICES AND CONVENTION SALES SERVICES

BID #: ESC-0136-17 **OPEN DATE: 5/3/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Five (5) years from date of contract execution with one (1) five (5) year renewal option

AGENCY: Duval County Tourist Development Council

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: (9) **NUMBER RECEIVED: (3)** **OTHER: (1)**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Jacksonville and the Beaches Convention and Visitors Bureau dba Visit Jacksonville and Jacksonville and the Beaches Convention and Visitors Bureau dba Visit Jacksonville and The Dalton Agency by $4,692,344.00 for the initial 5-year period ending September 30, 2022. Total revised expenditure amount not to exceed $21,984,326.00.

Contract	Increase Amount	Maximum Indebtedness
Marketing Services	$2,627,926.00	$12,467,641.00
Convention Sales & Services	$2,064,418.00	$9,516,685.00

Funding for this award to be encumbered by the following accounts and executed by formal contract amendment through the Office of General Counsel: 10301.231002.549006.000000.00000949.00000.0000000 - $2,627,926.00; 10301.231002.549006.000000.00000944.00000.0000000 - $2,064,418.00

Attachments: Recommendation Memo and Previous Awards

ANALYST: _____
Annette Burney

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Lillian Graning, Executive Director, Duval County Tourist Development Council

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Jacksonville
DUVAL COUNTY
Tourist Development Council

OFFICE OF THE CITY COUNCIL
117 WEST DUVAL STREET, SUITE 260
2nd FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202
OFFICE (904) 255-5505

September 28th, 2021

MEMORANDUM

TO: Annette Burney
Purchasing Analyst
COJ Procurement Division

FROM: Lillian Graning
Executive Director
Tourist Development Council

SUBJECT: Contract Update Request Memo

Pursuant to the attached documents, please increase the maximum indebtedness of the following contracts by the amount indicated below.

TDC Approval Date:	**June 10th, 2021**
Bid #:	**ESC-0136-17**
Indebtedness Increase:	**$2,627,926**
PO #:	**614577-21**
Contract # / Name:	**7393-15 / Marketing**
Supplier Name:	**Jacksonville and the Beaches Convention and Visitors Bureau**
Supplier #:	**24773**

TDC Approval Date:	**June 10th, 2021**
Bid #:	**ESC-0136-17**
Indebtedness Increase:	**$2,064,418**
PO #:	**600040-20**
Contract # / Name:	**7393-14 / Convention Sales & Service**
Supplier Name:	**Jacksonville and the Beaches Convention and Visitors Bureau**
Supplier #:	**24773**

Please confirm by email that this request has been received.

Attachments: June TDC Meeting Minutes

Leslie-Burney, Annette

From: Graning, Lillian
Sent: Friday, October 8, 2021 2:36 PM
To: Leslie-Burney, Annette
Subject: RE: TDC / VJ Contract Adjustment

Yes'm!

Marketing: 10301.231002.549006.000000.00000949.00000.0000000
Convention Sales & Services: 10301.231002.549006.000000.00000944.00000.0000000

Let me know if there's anything else. Thank you!!
Lillian

From: Leslie-Burney, Annette <ABurney@coj.net>
Sent: Friday, October 8, 2021 2:25 PM
To: Graning, Lillian <LGraning@coj.net>
Subject: RE: TDC / VJ Contract Adjustment

Lillian, can you send me the charge account for Marketing and Convention Sales & Services?

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

CITY OF JACKSONVILLE

*** **Privacy Act:** This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

From: Graning, Lillian <LGraning@coj.net>
Sent: Wednesday, October 6, 2021 10:29 AM
To: Leslie-Burney, Annette <ABurney@coj.net>
Subject: RE: TDC / VJ Contract Adjustment

THIRD AMENDMENT TO
CONTRACT FOR MARKETING SERVICES
(Duval County Tourist Development Plan)

THIS THIRD AMENDMENT TO CONTRACT FOR MARKETING SERVICES (the "***Third Amendment***") is effective as of October 1, 2020, by and between the **CITY OF JACKSONVILLE**, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida (the "***City***" or "***TDC***"), and **JACKSONVILLE AND THE BEACHES CONVENTION & VISITORS BUREAU, INC.**, doing business as "***Visit Jacksonville***", a Florida non profit corporation, and **THE DALTON AGENCY, INC.**, a Florida corporation ("***Dalton Agency***") (jointly and severally referred to herein as the "***Contractor***").

RECITALS:

WHEREAS, effective on October 1, 2017, the parties made and entered into an agreement (City Contract #7393-15) (the "***Contract***") authorized by Procurement Award No. ESC-0136-17 and approved by the Tourist Development Council (the "***TDC***") to perform certain marketing services under the Duval County Tourist Development Plan, as amended by that First Amendment to Contract for Marketing Services effective October 1, 2018, and as amended by that Second Amendment to Contract for Marketing Services effective October 1, 2019 (collectively, the "***Contract***"); and

WHEREAS, the parties desire to amend the Contract to increase the City's maximum indebtedness by $1,674,971.00 to provide funding for Fiscal Year 2020-2021 as provided herein; now therefore

IN CONSIDERATION of the Contract and of the mutual promises herein contained and for other good and valuable consideration, the parties agree as follows:

1. **Recitals.** The above-stated recitals are true and correct and by this reference are incorporated herein and made a part hereof.

2. **Capitalized Terms.** Unless otherwise defined in this Third Amendment, all capitalized terms shall have the meanings given to them in the Contract.

3. **Amendment to Section 5 (Maximum Indebtedness; Restrictions on Use of Funds).** Section 5 of the Contract is amended in its entirety to, among other things, increase the City's maximum indebtedness by $1,674,971.00 to a new total not-to-exceed amount of $9,839,715.00, and as amended shall read as follows:

(a) Maximum Indebtedness. As required by Section 106.431, *Ordinance Code*, the City's maximum indebtedness for the Services to be provided by Contractor during the Term shall not exceed Nine Million Eight Hundred Thirty-Nine Thousand Seven Hundred Fifteen and 00/No Dollars ($9,839,715.00) ("Maximum Indebtedness"). All funds under this Contract are contingent each fiscal year upon the existence of lawfully appropriated funds. The Maximum Indebtedness represents funds allocated by the TDC from its Fiscal Year 2017-2018 (i.e., $2,469,500.00), Fiscal Year 2018-2019 (i.e.,

$2,847,622.00), Fiscal Year 2019-2020 (i.e., $2,847,622.00), and Fiscal Year 2020-2021 (i.e., $1,674,971.00) budgets. At the time of Contract execution, Contractor acknowledges and understands that the maximum indebtedness for a fiscal year is contingent upon the City Council of the City of Jacksonville's approval and appropriation of the Tourist Development Council's proposed annual budget for such fiscal year (the "***TDC Budget***"). Contractor further acknowledges and understands that funds for each fiscal year will be subsequently encumbered under this Contract after the TDC Budget is approved by the City Council. The TDC Budget for each fiscal year is included in the City's annual budget ordinance approved by the City Council (the "***Annual Budget Ordinance***"). In the event City Council's approval of the TDC Budget or Annual Budget Ordinance adversely impacts the fiscal year and cumulative maximum indebtedness amount above, Contractor agrees to execute any necessary amendments to this Contract as required by the TDC to reduce the fiscal year and cumulative maximum indebtedness, the Services, and any other documents required by the TDC within fifteen (15) days of the TDC's written demand to Contractor. Contractor also understands and acknowledges that the funding under this Contract for subsequent fiscal years is contingent upon the City Council's approval and appropriation of funds in the annual budget ordinance.

(b) Advance Payment. Effective in Fiscal Year 2018-2019 and each fiscal year thereafter during the Contract term, the TDC, in its sole discretion, may make a one-time lump sum advance payment to Contractor of up to ten percent (10%) of maximum indebtedness amount for each fiscal year, including any renewal terms, to provide necessary start-up funds for the Contractor to commence the Services under the Contract. Contractor may request an advance payment in writing and shall certify that such advance payment is necessary to commence the Services to be provided by Contractor for the fiscal year. The TDC shall review and consider such written request as soon as reasonably practicable of receiving such written request, but in no event later than sixty (60) days from receipt thereof.

(c) Restrictions on Use of Funds. Unless otherwise approved by the TDC, Contractor shall not exceed the Tourist Development Plan component allocations shown on the City Council approved Tourist Development Council budget each fiscal year. Contractor shall use and expend City funds during the Term in strict compliance with the conditions, restrictions and provisions set forth in the Duval County Tourist Development Plan contained in Section 666.108, *Ordinance Code*, as amended, and Chapter 666, *Ordinance Code*, as amended.

4. **Authority**. Contractor represents and warrants to City that Contractor has full right and authority to execute and perform its obligations under the Contract as amended by this Third Amendment, and Contractor and the person(s) signing this Third Amendment on Contractor's behalf represent and warrant to City that such person(s) are duly authorized to execute this Third Amendment on Contractor's behalf without further consent or approval by anyone. Contractor shall deliver to City promptly upon request all documents reasonably requested by City to evidence such authority.

5. **Effectiveness; Ratification of the Contract.** This Third Amendment to the Contract is effective the date first written above. The provisions of the Contract remain in full force and effect except as expressly provided in this Third Amendment.

6. **Entire Agreement.** This Third Amendment is the entire agreement of the parties regarding the modifications to the Contract provided herein, and supersedes all prior agreements and understandings regarding such subject matter, and may be modified only by a writing executed by the party against whom the modification is sought to be enforced, and shall bind and benefit the parties and their respective heirs, successors, legal representatives, and assigns.

7. **Counterpart Execution.** This Third Amendment may be executed in a number of identical counterparts, each of which for all purposes is deemed an original, and all of which constitute collectively one agreement.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CITY:

ATTEST:

CITY OF JACKSONVILLE

By: _____
James R. McCain, Jr.
Corporation Secretary

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

Countersigned by:

_____
Tommy Hazouri
Council President

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement, and that provision has been made for the payment of monies provided therein to be paid.

_____
Director of Finance
Contract #7393-15, Amd #3
PO-600041-20

Form Approved:

_____
Office of General Counsel

CONTRACTOR:

JACKSONVILLE AND THE BEACHES CONVENTION & VISITORS BUREAU, INC. d/b/a VISIT JACKSONVILLE

By: _____
Print Name: Michael L. Corrigan Jr.
Title: President & CEO

THE DALTON AGENCY, INC.

By: _____
Print Name/Title: Brian Kiokoski / VP Mkt Service
Dated: 10/5/20

THIRD AMENDMENT TO
CONTRACT FOR CONVENTION SALES AND SERVICES
(Duval County Tourist Development Plan)

THIS THIRD AMENDMENT TO CONTRACT FOR CONVENTION SALES AND SERVICES (the "***Third Amendment***") is effective as of October 1, 2020, by and between the **CITY OF JACKSONVILLE**, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida (the "***City***" or "***TDC***"), and **JACKSONVILLE AND THE BEACHES CONVENTION & VISITORS BUREAU, INC.**, doing business as "*Visit Jacksonville*", a Florida not-for-profit corporation (the "***Contractor***").

RECITALS:

WHEREAS, effective on October 1, 2017, the parties made and entered into an agreement (City Contract #7393-14) (the "***Contract***") authorized by Procurement Award No. ESC-0136-17 and approved by the Tourist Development Council (the "***TDC***") to perform certain convention sales and services under the Duval County Tourist Development Plan, as amended by the First Amendment to Contract for Marketing Services effective October 1, 2018, and as amended by the Second Amendment to Contract for Marketing Services effective October 1, 2019; and

WHEREAS, the parties desire to amend the Contract as provided herein; now therefore

IN CONSIDERATION of the Contract and of the mutual promises herein contained and for other good and valuable consideration, the parties agree as follows:

1. **Recitals**. The above-stated recitals are true and correct and by this reference are incorporated herein and made a part hereof.

2. **Capitalized Terms**. Unless otherwise defined in this Third Amendment, all capitalized terms shall have the meanings given to them in the Contract.

3. **Amendment to Section 5 (Maximum Indebtedness; Restrictions on Use of Funds)**. Section 5 of the Contract is amended in its entirety to increase the City's maximum indebtedness by $1,219,927.00 to a new total not-to-exceed amount of $7,452,267.00, and as amended shall read as follows:

(a) Maximum Indebtedness. As required by Section 106.431, *Ordinance Code*, the City's maximum indebtedness for the Services to be provided by Contractor during the Term shall not exceed Seven Million Four Hundred Fifty-Two Thousand Two Hundred Sixty-Seven and 00/No Dollars ($7,452,267.00) ("Maximum Indebtedness"). All funds under this Contract are contingent each fiscal year upon the existence of lawfully appropriated funds. The Maximum Indebtedness represents funds allocated by the TDC from its Fiscal Year 2017-2018 (i.e., $2,091,770.00), Fiscal Year 2018-2019 (i.e., $2,066,570.00), Fiscal Year 2019-2020 (i.e., $2,074,000.00), and Fiscal Year 2020-2021 (i.e., $1,219,927.00) budgets. At the time of Contract execution, Contractor acknowledges and understands that the amount allocated to this Contract by the TDC for

each fiscal year is contingent upon the City Council of the City of Jacksonville's approval and appropriation of the Tourist Development Council's proposed annual budget for such fiscal year (the "***TDC Budget***"). Contractor further acknowledges and understands that funds allocated for each fiscal year will be subsequently encumbered under this Contract after the TDC Budget is approved by the City Council. The TDC Budget for each fiscal year is included in the City's annual budget ordinance approved by the City Council (the "***Annual Budget Ordinance***"). In the event City Council's approval of the TDC Budget or Annual Budget Ordinance adversely impacts the fiscal year and cumulative maximum indebtedness amount above, Contractor agrees to execute any necessary amendments to this Contract as required by the TDC to reduce the fiscal year and cumulative maximum indebtedness, the Services, and any other documents required by the TDC within fifteen (15) days of the TDC's written demand to Contractor. Contractor also understands and acknowledges that the funding under this Contract for subsequent fiscal years is contingent upon the City Council's approval and appropriation of funds in the annual budget ordinance.

4. **Authority**. Contractor represents and warrants to City that Contractor has full right and authority to execute and perform its obligations under the Contract as amended by this Third Amendment, and Contractor and the person(s) signing this Third Amendment on Contractor's behalf represent and warrant to City that such person(s) are duly authorized to execute this Third Amendment on Contractor's behalf without further consent or approval by anyone. Contractor shall deliver to City promptly upon request all documents reasonably requested by City to evidence such authority.

5. **Effectiveness; Ratification of the Contract**. This Third Amendment to the Contract is effective the date first written above. The provisions of the Contract remain in full force and effect except as expressly provided in this Third Amendment.

6. **Entire Agreement**. This Third Amendment is the entire agreement of the parties regarding the modifications to the Contract provided herein, and supersedes all prior agreements and understandings regarding such subject matter, and may be modified only by a writing executed by the party against whom the modification is sought to be enforced, and shall bind and benefit the parties and their respective heirs, successors, legal representatives, and assigns.

7. **Counterpart Execution**. This Third Amendment may be executed in a number of identical counterparts, each of which for all purposes is deemed an original, and all of which constitute collectively one agreement.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CITY:

ATTEST:

CITY OF JACKSONVILLE

By: _____
James R. McCain, Jr.
Corporation Secretary

By: _____
Lenny Curry
Mayor

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

Countersigned by:

_____
Tommy Hazouri
Council President

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement, and that provision has been made for the payment of monies provided therein to be paid.

_____
Director of Finance
City Contract # 7393-14, Amd #3
Purchase Order # PO-600040-20

Form Approved:

_____
Office of General Counsel

CONTRACTOR:

JACKSONVILLE AND THE BEACHES CONVENTION & VISITORS BUREAU, INC. d/b/a VISIT JACKSONVILLE

By: _____
Print Name: Michael L. Corrigan Jr
Title: President & CEO

GC-#1393993-v1-TDC_Third_Amendment_to_Convention_Sales_and_Services_(7393-14).doc

SUBJECT: DUVAL COUNTY TOURIST DEVELOPMENT PLAN COMPONENTS: TOURIST BUREAU SERVICES, MARKETING SERVICES AND CONVENTION SALES SERVICES

BID #: ESC-0136-17

OPEN DATE: 5/3/2017

3rd Amd

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Five (5) years from date of contract execution with one (1) five (5) year renewal option

AGENCY: Duval County Tourist Development Council

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: (9) NUMBER RECEIVED: (3) OTHER: (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Jacksonville and the Beaches Convention and Visitors Bureau dba Visit Jacksonville and Jacksonville and the Beaches Convention and Visitors Bureau dba Visit Jacksonville and The Dalton Agency by $2,894,898.00 for the third year of the five (5) year term. Total revised expenditure amount not to exceed $17,291,982.00.

Contract	Award Amount	Increase Amount	Maximum Indebtedness
Marketing Services	$5,317,122.00	$1,674,971.00	$9,839,715.00
Convention Sales	$4,158,340.00	$1,219,927.00	$7,452,267.00

Funding for this award to be encumbered by the following accounts and executed by formal contract amendment through the Office of General Counsel: 10301.231002.549006.000000.00000949.00000.0000000 - $1,674,971.00; 10301.231002.549006.000000.00000944.00000.0000000 - $1,219,927.00

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. 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.

Attachments: Recommendation Memo and Previous Awards

ANALYST: _____ Annette Burney

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Lillian Graning, Executive Director, Duval County Tourist Development Council

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 9/24/20

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED ✓ DISAPPROVED _____

OTHER _____

SUBJECT: DUVAL COUNTY TOURIST DEVELOPMENT PLAN COMPONENTS: TOURIST BUREAU SERVICES, MARKETING SERVICES AND CONVENTION SALES SERVICES

BID #: ESC-0136-17

OPEN DATE: 5/3/2017

2nd Amd

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Five (5) years from date of contract execution with one (1) five (5) year renewal option

AGENCY: Duval County Tourist Development Council

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: (9) **NUMBER RECEIVED:** (3) **OTHER:** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Jacksonville and the Beaches Convention and Visitors Bureau dba Visit Jacksonville and Jacksonville and the Beaches Convention and Visitors Bureau dba Visit Jacksonville and The Dalton Agency by $4,921,622.00 for the initial five (5) year period. Total revised expenditure amount not to exceed $14,397,084.00.

Contract	Award Amount	Increase Amount	Maximum Indebtedness
Marketing Services	$5,317,122.00	$2,847,622.00	$8,164,744.00
Convention Sales	$4,158,340.00	$2,074,000.00	$6,232,340.00

Funding for this award to be encumbered by the following accounts and executed by formal contract amendment through the Office of General Counsel: CCTD132MA-04904 - $2,847,622.00; CCTD132CON-04904 - $2,074,000.00

Attachments: Recommendation Memo and Previous Awards

ANALYST: Annette Burney

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Lillian Graning, Executive Director, Duval County Tourist Development Council

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 10/03/19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10-7-19

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

SUBJECT: DUVAL COUNTY TOURIST DEVELOPMENT PLAN COMPONENTS: TOURIST BUREAU SERVICES, MARKETING SERVICES AND CONVENTION SALES SERVICES

BID #: ESC-0136-17

OPEN DATE: 5/3/2017

1st Amd

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Five (5) years from date of contract execution with one (1) five (5) year renewal option

AGENCY: Duval County Tourist Development Council

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: (9) NUMBER RECEIVED: (3) OTHER: (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Jacksonville and the Beaches Convention and Visitors Bureau dba Visit Jacksonville and Jacksonville and the Beaches Convention and Visitors Bureau dba Visit Jacksonville and The Dalton Agency by $4,914,192.00 for the initial five (5) year period. Total revised not to exceed expenditure amount is $9,475,462.00.

Contract	Award Amount	Increase Amount	Maximum Indebtedness
Marketing Services	$2,469,500.00	$2,847,622.00	$5,317,122.00
Convention Sales	$2,091,770.00	$2,066,570.00	$4,158,340.00

Funding for this award to be encumbered by the following accounts and executed by formal contract amendment through the Office of General Counsel:

CCTD132MA-04904 - $2,847,622.00; CCTD132CON-04904 - $2,066,570.00

Attachments: Recommendation Memo and Previous Awards

ANALYST: Annette Burney

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Annette R. Hastings, Executive Director, Duval County Tourist Development Council

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 9/20/18

OTHER:

ACTION OF AWARDING AUTHORITY DATE 25 SEP 2018

APPROVED X DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

SUBJECT: DUVAL COUNTY TOURIST DEVELOPMENT PLAN COMPONENTS: (1) TOURIST BUREAU SERVICES, (2) MARKETING SERVICES AND (3) CONVENTION SALES SERVICES

BID #: ESC-0136-17

OPEN DATE: 05/03/2017

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract

AGENCY: Duval County Tourist Development Council

BASIS OF AWARD: Highest Scoring Bidder Based On Evaluation Criteria

NUMBER OF BIDS INVITED: (9) NUMBER RECEIVED: (3) OTHER: (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

On May 3, 2017, the City of Jacksonville, Procurement Division received two (2) responses to Component One, three (3) responses to Component Two, and one (1) response to Component Three to subject bid. On May 18, 2017 approval was granted to move forward with the interviews/demonstrations with Jacksonville and the Beaches Convention and Visitors Bureau, d/b/a Visit Jacksonville and The Dalton Agency. The Evaluation Committee has completed their bid response scoring and the vendor interviews scoring for each Component as listed below:

Component	Vendor	RFP Evaluation Score	Interview Evaluation Score	Combined Scores
Component 1 – Tourist Bureau Services	Jacksonville and The Beaches Convention and Visitors Bureau d/b/a Visit Jacksonville	72.63	5.71	78.34
Component 2 – Marketing Services	Jacksonville and The Beaches Convention and Visitors Bureau d/b/a Visit Jacksonville & The Dalton Agency	77.13	7.14	84.27
Component 3 – Convention Sales Services	Jacksonville and The Beaches Convention and Visitors Bureau d/b/a Visit Jacksonville	77.00	6.71	83.71

Recommend approval to forward the recommendation to the Tourist Development Council for final deliberations and award.

ATTACHMENTS: Recommendation Memo; Scoring Sheets; Evaluation Criteria's

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED _____ for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Lori N. Boyer, Chair, Duval County Tourist Development Council Lori Boyer

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 6/5/17

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED Lori N Boyer by CSPEC to grant TDC final award authority DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: DUVAL COUNTY TOURIST DEVELOPMENT PLAN COMPONENTS: (1) TOURIST BUREAU SERVICES, (2) MARKETING SERVICES AND (3) CONVENTION SALES SERVICES

BID #: ESC-0136-17

OPEN DATE: 05/03/2017

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract

AGENCY: Duval County Tourist Development Council

BASIS OF AWARD: Highest Scoring Bidder Based On Evaluation Criteria

NUMBER OF BIDS INVITED: (9) NUMBER RECEIVED: (3) OTHER: (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

On May 3, 2017, the City of Jacksonville, Procurement Division received two (2) responses to Component One, three (3) responses to Component Two, and one (1) response to Component Three to subject bid. The Evaluation Committee has completed their review and has recommend approval to move forward with Interviews/Oral Presentations with the only vendor for each Component to score above the required sixty-five (65) points, Jacksonville and the Beaches Convention and Visitors Bureau, d/b/a Visit Jacksonville and The Dalton Agency. As part of the response for Component 2 Marketing Services, The Dalton Agency failed to submit the requested forms as listed in the RFP. Procurement has received these forms and request approval to accept and waive this technicality as a minor irregularity.

ATTACHMENTS: Recommendation Memo; Scoring Sheets; Evaluation Criteria's

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Lori N. Boyer, Chair, Duval County Tourist Development Council

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 4 MEMBERS DISAPPROVING Ø DATE: 5/18/17

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Lori N. Boyer, Chair Tourist Dev. Council