SUBJECT: EVENT CROWD MANAGEMENT AND SECURITY SERVICES

BID #: SC-0430-21 **OPEN DATE: 2021-09-08**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – PERIOD OF SERVICE WILL BE FROM THE DATE OF AWARD THROUGH SEPTEMBER 30, 2022, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

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

NUMBER OF BIDS INVITED: 31 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the sole responsive, responsible bidder S.A.F.E. MANAGEMENT OF FLORIDA, LLC in the amount of $407,500.00 for EVENT CROWD MANAGEMENT AND SECURITY SERVICES. Period of service will be from the date of award through September 30, 2022, with four (4) one (1) year renewal options.

Funding Sources: 00113.133105.534050.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000
To be executed by purchase order(s).

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

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl T. 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 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.

September 8, 2021

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

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

RE: **SC-0430-21 Event Crowd Management and Security Services Bid Recommendation**

In response to the solicitation for bids on SC-0430-21 Event Crowd Management and Security Services, The Procurement Division received responses from one (1) bidder, S.A.F.E. Management and forwarded the results to Parks, Recreation and Community Services Department, Division of Sports and Entertainment, to review for a recommendation.

The Department of Parks, Recreation and Community Services, Division of Sports and Entertainment respectfully requests the Procurement Division grant an award to S.A.F.E. Management for SC-0430-21 Event Crowd Management and Security Services. Period of Service will be from the date of the award through September 30, 2022 with four (4) one (1) year renewal options.

Total expenditures are not expected to exceed $407,500 and are to be procured with Purchase Order Releases from the assigned Blanket Purchase Agreement.

Funding Source: 00113.133105.534050.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000

JMK

CC: Jennifer Malice Kelly, Sports and Entertainment Accounting Manager
Rene'e Harriman, Parks Finance Manager

BID TABULATION SHEET

TITLE: EVENT CROWD MANAGEMENT AND SECURITY SERVICES
BID NO.: SC-0430-21
OPEN DATE: September 8, 2021
ANALYST: RUBEN OLA
No. Invited: (31) No. Received (1) No Bids: (0)
Bid Recorder: M. PIERCE, Announcer: C. SPITLER

ITEM	DESCRIPTION	QUANTITY	S.A.F.E. MANAGEMENT OF FLORIDA, LLC PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	Security Guard	10,000 Hrs	$ 28.50	$ 285,000.00								
2	Security Supervisor	2,000 Hrs	$ 30.00	$ 60,000.00								
3	Security Event Manager	800 Hrs	$ 35.00	$ 28,000.00								
4	Guest Services Staff (including informational assistance, ticket taking and scanning)	1,000 Hrs	$ 28.50	$ 28,500.00								
5	Guest Services Staff Supervisor	200 Hrs	$ 30.00	$ 60,000.00								
6	Box Office Sales Staff Note: Will handle money	800 Hrs										
7	Box Office Sales Supervisor Note: Will handle money	200 Hrs										
8	Parking Attendant Note: Safety vests may be needed, may handle money	800 Hrs										
9	Parking Supervisor Note: Safety vests may be needed, may handle money	200 Hrs										
10	Overtime and Holiday Rate Indicate multiplier of hourly rate (such as x1.25 or x1.50 times the unit price) for overtime and holiday hours to be calculated for items 1 – 9. *Sundays; Monday-Saturday, 8:00 pm – 7:00 am *Holiday hours to reflect City Observed Holidays, not including Police Memorial Day	5,000 Hrs	1.5 X Unit Price									
	GRAND TOTAL:		$	407,500.00								
	MINIMUM REQUIREMENTS:											
	TERMS:		0% Disc 30 days									
	DELIVERY (Business Days):											
	CONFLICT OF INTEREST:		✓									
	ADDENDUM (S) (1)		✓									
	NOTES:											

EVENT CROWD MANAGEMENT AND SECURITY SERVICES

TERMS AND CONDITIONS

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 EVENT CROWD MANAGEMENT AND SECURITY SERVICES as listed in the bid.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The basis of award for this bid shall be primary and secondary supplier, based on total extended pricing per the estimated quantities. The secondary supplier will only be issued a purchase order if the primary supplier is not able to meet the City requirements at the time of requesting services and/or at the time of the event. 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, 2022, 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 shall submit proof of and comply with the following requirements. Failure to submit proof of any of these requirements may be grounds for rejection.

A. Supplier shall provide proof of applicable local business license.
B. Supplier and its security staff must possess applicable State of Florida private security licenses as outlined by the Florida Department of Agriculture and Consumer Services at https://www.fdacs.gov/Business-Services/Private-Security-Licenses
C. Supplier must have an office within 45-miles of Jacksonville, Florida that is staffed full time.
D. Supplier must have a minimum of 150 ready to work and trained security guards within 60-miles of 32202 with the availability to work events. Supplier shall also have the ability to provide staff from surrounding markets within 200-miles of 32202.
E. Three letters of reference from events with more than 20,000 daily attendees.
F. Proof of experience working at least 10 or more major Music Festivals or other outdoor Events with over 25,000 attendees per day. At least four (4) major events must take place outdoors in an open-air environment (street festival).

5. NON-MANDATORY PRE-BID CONFERENCE

A Non-Manadatory Pre-bid Conference via Zoom will be held on August 25, 2021, at 3:00PM
VIRTUAL CONFERENCE VIA ZOOM
https://us02web.zoom.us/j/81468734397?pwd=Q2xGVHI1NHNLQXJ3Umh4OWY5SVY4Zz09
Meeting ID: 814 6873 4397
Passcode: 723945
One tap mobile +13017158592,,81468734397# US (Washington DC) 13126266799,,81468734397# +US (Chicago)

SPECIFICATIONS

EVENT CROWD MANAGEMENT AND SECURITY SERVICES

1. SCOPE OF SERVICES

EVENT CROWD MANAGEMENT AND SECURITY SERVICES will be utilized for all events presented by the Office of Special Events. Events include, but are not limited to: Florida-Georgia Football Weekend (activities outside SMG managed facilities), Sea & Sky Air Show, World of Nations Celebration, Jazz Festival, NYE and July 4th Fireworks, Veterans Day Parade and miscellaneous events.

2. ADDITIONAL REQUIREMENTS

A. The event security manager and event personnel-scheduling manager must be able to attend regularly scheduled event operations meetings in person. These meetings will be located in Duval County, Florida.
B. Supplier must supply professional uniforms for staff at all times when working onsite at events. Uniforms must have identifiable company markings on the front and back. Photos of uniforms shall be submitted as part of response.
C. Supplier must supply personal equipment used by staff for a successful security operation, such as two-way communication radios, metal detection wands, flashlights, etc.
D. Summary of your company, including why your company is best suited for this project (no more than 1 page, please)
E. Supplier must adhere to all laws at outlined in Chapter 493 of the Florida State Statues
F. Items indicated reflect the anticipated backline needs throughout the term of the agreement. Actual needs may vary and the City reserves the right to add additional items within the scope of event crowd management and security services to this agreement as deemed necessary anytime during the contract period. Pricing of items added to this agreement shall be agreed upon between the City and Supplier.

The City may schedule up to approximately 100 shifts per 24-hour period.

Staffing levels and specific posts will be determined by the City in consultation with Supplier. City shall have final decision on staffing numbers and positions. Supervisors and Managers shall not be assigned to fixed post positions.

At least thirty calendar days prior to an Event for which services are necessary, City shall provide a written order to Supplier that includes the number and description of personnel and the time periods for which personnel is needed. If City does not provide this information, Supplier shall make best efforts to provide the requested personnel.

The City reserves the right to cancel an order completely or in part if the services are not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Cancellations which are made within 48 hours of a shift start shall be at no charge to the City or its agencies. Any cancellations less than 48 hours of a shift start shall be at full charge to the City or its agencies as if that employee worked for four (4) hours.

Supplier may staff up to 10% more than requested in an effort to provide the full requested staffing.

Supplier requires time prior to an Event for the briefing and distribution of employees at the Job Site. The following minimum reporting time requirements shall be used:

i. Where the number of employees ordered is ten (10) or fewer, the reporting time shall be fifteen minutes prior to the facility's opening.

ii. Where the number of employees ordered is more than ten (10) but less than fifty-one (51), the reporting time shall be thirty (30) minutes prior to facility's opening.

iii. Where the number of employees ordered is fifty-one (51) but less than one hundred (100), the reporting time shall be forty-five (45) minutes prior to the facility's opening.

iv. Where the number of employees ordered is one hundred one (101) or more but less than two hundred (200), the reporting time shall be one (1) hour.

v. Where the number of employees ordered is two hundred one (201) or more, the reporting time shall be one and one-half (1-1/2) hours.