14

SUBJECT: BEVERAGE OPERATION SERVICES

BID #: SC-0441-23 **OPEN DATE: 2023-09-13**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – PERIOD OF SERVICE WILL BE FROM THE DATE OF AWARD THROUGH SEPTEMBER 30, 2024, 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: 22 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the bid of 3J's Catering & More due to not meeting the experience and qualification requirements, and unable to submit the required business license.
Recommend approval of award to the lowest responsive, responsible bidder, Catered Cocktails LLC, in the amount of $141,000.00 for Beverage Operation Services. Period of service will be from the date of award through September 30, 2024, with four (4) one (1) year renewal options.

Funding Sources: 00113.133101.549040.000000.Multiple Activities.00000.0000000, 10302.133101.549006.000000.00000000.00000.0000000, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Bid Rejection Letter, Terms and Conditions, Specifications

ANALYST: _____ RUBEN OLA **RESPECTFULLY SUBMITTED:** _____ DUSTIN FREEMAN, 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 _____

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) 255-7903
www.coj.net

September 20, 2023

To: Dustin Freeman, Chief
Procurement Division

Thru: Daryl T. Joseph, Director
Parks, Recreation & Community Services

From: Alex Alston, Acting Chief
Sports & Entertainment Division

Subject: FY24 Beverage Operations Services SC-0441-23 Recommendation

The Parks, Recreation and Community Service Department; Sports and Entertainment Division respectfully requests the Procurement Division proceed with awarding Catered Cocktails, LLC as the responsible bidder eligible to perform the services requested for the Beverage Operation Services SC-0441-23. Based on the bid requirements outlined for Beverage Operation Services SC-0441-23, the only other submission from 3 J's Catering and More is not eligible due to not meeting the Qualifications and Experience, nor providing the required Business License.

The term of this agreement is to commence on the date of award through September 30, 2024, 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 conditions set forth in the bid documents.

The estimated annual cost for this project is not expected to exceed $141,000.00 and shall be procured with a Purchase Order releases from the assigned Contract Purchase Order Agreement.

Funding Source: 00113.133101.549040. 000000.Multiple Activites.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000

JMK

Attachments: Bid Tabulations

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

BID TABULATION SHEET

TITLE: BEVERAGE OPERATION SERVICES

BID NO.: SC-0441-23

OPEN DATE: September 13, 2023

PURCHASING ANALYST: RUBEN OLA

BID ANNOUNCER: P.MITCHELL, BID RECORDER: M. PIERCE

No. Invited: (22) No. Received (2) No Bids: (0)

ITEM	DESCRIPTION	QUANTITY	3J's CATERING & MORE		CATERED COCKTAILS LLC							
			UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	Beverage Supervisor/Manager	600 Hours		Bid Rejected	$ 135.00	$ 81,000.00						
2	Bartender/Hawker Staffing	1,500 Hours		Bid Rejected	$ 25.00	$ 37,500.00						
3	Beverage Runners	900 Hours		Bid Rejected	$ 25.00	$ 22,500.00						
		GRAND TOTAL:			$ 141,000.00							
		TERMS:			0% DISC. 30 DAYS							
		DELIVERY (Business Days):			1							
		CONFLICT OF INTEREST:	✓		✓							
		ADDENDUM(S)( )										
		NOTES:										

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: September 25, 2023

Via Email: chefjeff@3jscatering.com

Bidder's Name: 3J's Catering & More

Address: 1850 Emerson Street
Jacksonville, FL 32207

Contact Name: Jeffrey Johnson, Owner

Bid No: SC-0441-23

Title: BEVERAGE OPERATION SERVICES

Date Opened: September 13, 2023

REASON FOR RECOMMENDED BID REJECTION: The City intends to reject bid due to not meeting the experience and qualification requirements and not able to submit the required business license.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, September 28, 2023 at 1:00 p.m.

Purchasing Analyst's Signature: *Ruben Ola*
RUBEN OLA, Purchasing Analyst

Ola, Ruben

From:	Ola, Ruben
Sent:	Monday, September 25, 2023 10:47 AM
To:	Jeff Johnson
Subject:	Notification of Recommended Bid Rejection: SC-0441-23 BEVERAGE OPERATION SERVICES
Attachments:	Bid Rejection Letter Form - SC-0441-23 3J's Catering & More.pdf

Good Morning,

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

Sincerely,

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

One City. One Jacksonville.

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Please click on the links below for any of the following for Bids and Awards:
For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)

TERMS AND CONDITIONS

BEVERAGE OPERATION 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 items 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 item(s)/ service(s) and to obtain pricing commitments for BEVERAGE OPERATION SERVICES, as listed in the bid documents.

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. 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, 2024, 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 conditions 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.

5. PRE-BID CONFERENCE

None

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 reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

8. DELIVERY

Parks, Recreation and Community Services, Division of Sports and Entertainment (Chief of Sports & Entertainment). A packing list shall accompany all shipments, which shall indicate, at a minimum, the

following: purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term (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.

10. PRICES

All unit prices shall include staffing and any needs to successfully execute the staffing of beverage booth operation. Bidder must provide only one price for each item.

11. 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.

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 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: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. 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.

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 as required.

16. SUPPLIER ACCESSIBILITY

The City or its representatives must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section. Supplier must be available 24 hours a day while rental equipment is onsite at an event and is responsible for notifying the City representative at the designated phone number provided or by City email on how to contact supplier during this period.

17. EQUIPMENT ADDITIONS AND LOCATION OF SUPPLIER

Due to the nature of the events, last-minute equipment additions or an increase in equipment quantity may occur and supplier pricing will remain firm.

18. 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, including e-cigarettes, while onsite working or representing the event. Shoes must be close-toe, closed-heal, and non-slip. Supplier must have formal training of employees with experience in serving beverages to the public.

19. SUBCONTRACTORS

If the Contractor proposes to use subcontractors 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 subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval. Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions.

20. 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 Sports and Entertainment Division, Marketing Manager.

SPECIFICATIONS

BEVERAGE OPERATION SERVICES

A. **SCOPE OF WORK**: To provide Beverage Operation Services for the City of Jacksonville Special Events including but not limited to the Jax River Jams Concert Series, Jacksonville Jazz Festival, Sea & Sky Air Show, and World of Nations Celebration. City will notify Supplier within thirty (30) days of events when services will be needed.

Bidders must supply one hourly rate per line item. Daily, weekend and holiday rates are to be the same. Rates shall include consulting of needs for the event.

Supplier must be able to manage staff and services according to site maps and plans supplied by the Special Events Assigned Staff Member. Must coordinate with Special Events Coordinator for site location, arrival and departure of staffing according to timeline. Due to the nature of the events, last minute additions or changes may occur.

City will:

1. Provide sufficient parking for staff vehicles. Due to limited parking, carpooling is encouraged.
2. Provide sufficient T-shirts for staff.
3. Provide an adequate point of sales system, including point of sale terminals, and credit card processing.
4. Provide adequate power sources from the venue.
5. Provide adequate products for all sales.
6. Provide adequate supplies for proper service of all products, including but not limited to cups, napkins, shakers, wine keys, garnishes, mixers, etc.
7. Provide ice and coolers for cooling of products.
8. Provide tents, lighting, fans, tables, covers, and chairs.
9. Provide adequate signage, including pricing menus.
10. Perform all deposits of all revenues.
11. Provide communication radios.
12. Provide up to two (2) hauler style gas powered cart for movement of product.
13. Reserves the right to determine menu price of each product.

B. OPERATION AND LABOR SPECIFICATIONS

All operations and labor must meet exact specifications as outlined in this bid. Supplier will have full use of venue to re-stock when event is in non-operational and operational hours. Travel expenses to and from the event site are the responsibility of the Supplier.

The City may schedule up to 70 shifts per 24-hour period. In order to meet demand, Supplier must have no less than 80 ready-to-work and trained Bartender/Hawkers; 10 ready-to-work and trained beverage runners; and 4 ready-to-work and trained beverage managers within 45 miles of 32202 at time of bid submission.

ITEM #1: Beverage Supervisor

Supplier must provide minimum of one (1) supervisor per event to oversee all operations and work with City of Jacksonville staff to ensure a successful operation.

a. Supervisor must remain onsite during hours supplier staff is onsite.

b. Supervisor or Manager should coordinate all scheduling for beverage booth and runner staff.
c. Supervisor shall maintain a log of all hours worked by staff and allow for adequate breaks.

ITEM #2: Bartender/Hawker Staffing

a. Bartender/Hawker and beverage booth staffing must be skilled in the operation of a bar.
b. Bartender/Hawker must be able to serve and pour drinks including but not limited to soda, water, wine, beer and mixed drinks.
c. Bartender/Hawkers at each beverage booth will be responsible for managing the digital point of sale operations at the booth. This operation includes operating a point of sale (POS) machine, accepting credit card payments and accurately managing inventory based on the point of sale item entries for each order. The Special Events Accounting Manager, or designee will train each Bartender/Hawker or Manager on the point of sale system and standards for operation.
d. Supplier must supply proper training to each employee on all beverage operations, POS and standards for operations.
e. All Bartender/Hawker staff working at booths must be trained on alcohol beverage operations in accordance with State of Florida laws.

ITEM #3: Beverage Runners

a. Supplier shall assign runners to transport product to all relevant locations, monitor needs, sell product and repackage/reload unused product as necessary.
b. Beverage Runners will distribute all products and supplies including, but not limited to, beer, soda, water, ice, cups, garnishing, etc. to all locations required including COJ designated beverage needs for various staff, volunteers, vendors etc.
c. Beverage Runners must be at least 18 years of age and possess a valid Class E driver's license.

C. SUPPLIER INFORMATION:

Please include as an attachment a full proposal for this project. At minimum, include the following in your proposal response:

1. Line-item summary quote to include all equipment, labor and pricing.
2. Listing of additional equipment or supplies your company will provide (ex. Bottle openers, towels, etc.).
3. Listing of additional equipment or supplies your company requests the City to provide (ex. Bottle openers, towels, etc.).
4. Listing of three major events where your company has provided full-service beverage booth operations.
5. Any additional information the Sports and Entertainment Division shall consider as part of this bid.

D. SUPPLIER EXPERIENCE AND QUALIFICATIONS

Supplier must have experience working with major events with more than 100,000 in attendance where large quantities of product are sold to the public.

E. TIPS AND DONATIONS

Supplier has the right to collect and keep 100% of all cash tips/donations and 97% (to cover the processing fee) of all credit/debit card tips/donations received by patrons of the event. Tip splitting should be handled by Supplier and should not be considered as part of this bid. A check for the amount of all tips/donations from Supplier manager point of sale locations will be mailed to Supplier net10 from the last date of event. The City of Jacksonville should not handle any cash tip/donation money and these funds should never be mixed with cash boxes. Tips and donations are not guaranteed.

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