City of Jacksonville, Florida

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

[Date] July 31, 2017

TO: CSPEC, Competitive Sealed Proposal Evaluation Committee

THRU: Greg Pease, Chief
Procurement Division

FROM: Dustin Freeman, Manager Purchasing Services

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, part 2, section 126.204, approval is requested to utilize the Competitive Sealed Proposal process for Duval County Tourist Development Plan Component: Tourist Bureau Services.

Documentation on the evaluation criteria and related scope is attached.

Thank you for your consideration in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

Jacksonville
DUVAL COUNTY
Tourist Development Council

OFFICE OF THE CITY COUNCIL

Annette R. Hastings
TDC EXECUTIVE DIRECTOR
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117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

MEMORANDUM

TO: Gregory Pease, Chief of Procurement
Procurement Division

FROM: Annette R. Hastings, Executive Director
Duval Tourist Development Council

Anna Lopez Brosche, Chair
Duval County Tourist Development Council
President, Jacksonville City Council

SUBJECT: Requesting Permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Duval County Tourist Development Plan Component:

- Tourist Bureau Services

DATE: July 31, 2017

The Duval County Tourist Development Council (TDC) respectfully requests permission to use the Competitive Sealed Proposal Evaluation Committee (CSPEC) for Tourist Bureau Services.

1. Justification

These professional services require competence in program implementation, the capacity to be able to deliver the services. As such, in order to make the best decision for the City of Jacksonville, the TDC requests permission to use the CSPEC evaluation process.

2. Certification

As required in Section 126.204 (a) (1), Ordinance Code, the TDC certifies the following:

i. The general purpose of the services and specific information is stated in Section 1 of Request for Proposal (RFP).

ii. The objective of the services is stated in Section 3.1 through 4-3 of the RFP. It is the intent of the TDC to contract agreement for services for these proposal proposes services for:

- Tourist Bureau Services three (3) year with options to renew- two (2) year periods and one three (3) , in no required order

iii. The proposed cost of the services :
- Tourist Bureau Services-Minimum budget $350,000.00

iv. The proposed services would not duplicate existing services. This proposal is designed to give the TDC the authority to seek out the best Contractor(s) to continue providing these services.

v. Currently, the TDC obtains similar services through a contract with the Jacksonville & the Beaches Convention and Visitors Bureau (CVB) d/b/a Visit Jacksonville. The contract will continue up to and including September, 30, 2017.

vi. Representatives from the using agency designated to serve on the evaluation committee:

- Anna Lopez Brosche, Jacksonville City Council President - Chair, Duval Council Tourist Development Council
- Aaron Bowman, Jacksonville City Council Vice President- TDC Member
- Lori N. Boyer, Jacksonville City Council Member-TDC Member
- Barbara Goodman, TDC Member-President, Timucuan Parks Foundation
- MG Orender, TDC Member-President, Hampton Golf, Inc.
- Kirit Patidar, TDC Member-President, Beaches Hospitality, LLC
- Craig Smith, TDC Member-Managing Partner, Alhambra Theatre & Dining
- Jeffery Truhlar, TDC Member,- Regional Vice President, Shaner Hotels

Alb/arh