SUBJECT: Rental of Tents, Tables and Special Event Items

BID #: SC-0450-16 **OPEN DATE:** 04/06/2016

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – June 1, 2016 through September 30, 2017 with Three (3) One (1) Year Renewal Options

AGENCY: Sports and Entertainment Division

BASIS OF AWARD: All or None to the Lowest Responsive, Responsible Bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) of three (3) renewal options with Destination Planning Corporation, to continue providing Tents, Tables and Special Event Items for the Office of Special Events. Period of service will be October 1, 2017 through September 30, 2018 with two (2) renewal options remaining. Total annual expenditure not-to-exceed $512,170.00, for a total award expenditure not-to-exceed $1,024,340.00.

Funding for this award to be encumbered by account SPET01ASE-04402 and/or SPET01ASE-04938 to be executed by purchase order.

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. 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, Vendor Letter, Terms and Conditions, Tabulation Sheets, Previous Award

Analyst: _____
CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager

(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 _____

Jacksonville
Where Florida Begins.

Memorandum

To: Gregory Pease, Chief of Procurement

From: Brent Fine, Special Events Manager BF

cc: Joey Bergman, Business & Finance Manager

Date: September 21, 2017

RE: SC-0450-16 Rental of Tents, Tables and Special Event Items- Renewal Option 1

The Office of Special Events requests to exercise the first renewal option of award SC-0450-16 with Destination Planning Corporation for the period beginning October 1, 2017 through September 30, 2018 for rental of tents, tables and special events items.

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

Expenditures are not expected to exceed $512,170.00 and payments will be processed by check request and/or purchase order(s).

FUNDING SOURCE – SPET01ASE-04402 and/or SPET01ASE/04938

Destination Planning

September 20, 2017

Mr. Brent Fine
Special Events Manager
Special Events Department
City of Jacksonville
117 West Duval Street
Suite 280
Jacksonville, FL 32202

Dear Mr. Fine:

Destination Planning Corporation wishes to extend bid# SC-0450-16 with no change to the current terms and conditions and pricing. All pricing would be extended through September 30th, 2018.

We appreciate your business and look forward to working with the City of Jacksonville Special Events Department through this extended time period.

Respectfully submitted,

Anne Urban
President
Destination Planning Corporation

4691 Dusk Court, Jacksonville, FL 32207
(P) 904-249-3729 (F) 904-249-3728

TERMS AND CONDITIONS

RENTAL OF TENTS, TABLES AND SPECIAL EVENT ITEMS

SCOPE

The Sports and Entertainment Division, Office of Special Events, of the City of Jacksonville, Florida 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 Rental of Tents, Tables and Special Event Items as listed in the bid documents.

AWARD

Award will be ALL OR NONE to the lowest responsive, responsible bidder. Bidders must bid on all items in a group to be considered for award. ALL awards are subject to the availability of funds.

TERM OF AGREEMENT

The term of this agreement commence June 1, 2016 through September 30, 2017, with three (3) 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.

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).

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 purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

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.

PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

DELIVERY

Delivery will be coordinated with Office of Special Events Manager or his/her designee at 904-630-3690 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/setup, date and time of removal/strike, quantity ordered, unit prices, and unit of measure.

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.

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, item number and description, and time of delivery/setup, date and time of removal/strike, quantity ordered, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: Special Events, 117 W. Duval Street, Jacksonville, Florida 32202, Attn: Nikki Beery, Accountant and emailed to NikkiB@coj.net and Bfine@coj.net.

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. 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.

BID TABULATION SHEET

TITLE:	RENTAL OF TENTS, TABLES AND SPECIAL EVENT ITEMS
BID NO.:	SC-0450-16
OPEN DATE:	APRIL 6, 2016 @ 2:00 P.M.
BUYER:	KATHY NASWORTHY, ANALYST
No. Invited: (4)	No. Received (3) No Bids: (0)
Recorded By:	GAIL SAMPSON

				PRESENTATION RESOURCE,M INC. dba PRI PRODUCTIONS		BEACHVIE EVENT RENTALS		DESTINATION PLANNING CORPORATION			
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL
1	TENT 10 X 10 POP UP (CANOPY- TENT	50	EACH	$75.00	$3,750.00	$250.80	$12,345.00	$75.00	$3,750.00		
2	TENT 30 X 30 TENT FRAME OR HIGH PEAK TENT	40	EACH	$540.00	$21,600.00	$831.60	$33,264.00	$495.00	$19,800.00		
3	TENT 20 X 40 TENT FRAME OR HIGH PEAK TENT	200	EACH	$450.00	$90,000.00	$738.20	$147,640.00	$420.00	$84,000.00		
4	TENT 20 X 20 TENT FRAME OR HIGH PEAK TENT	200	EACH	$250.00	$50,000.00	$369.60	$73,920.00	$230.00	$46,000.00		
5	TENT 15 X 15 TENT FRAME OR HIGH PEAK TENT	200	EACH	$200.00	$40,000.00	$322.40	$64,480.00	$175.00	$35,000.00		
6	TENT 10 X 20 TENT FRAME OR HIGH PEAK TENT	200	EACH	$250.00	$50,000.00	$323.70	$64,740.00	$205.00	$41,000.00		
7	TENT 10 X 10 TENT FRAME OR HIGH PEAK TENT	200	EACH	$175.00	$35,000.00	$250.90	$50,180.00	$120.00	$24,000.00		
8	TENT WEIGHT 20 LB - 40 LB BUCKET	800	EACH	$2.00	$1,600.00	$22.10	$17,680.00	$4.00	$3,200.00		
9	TENT WEIGHT 50 LB-70LB BUCKET	800	EACH	$3.00	$2,400.00	$22.10	$17,680.00	$6.00	$4,800.00		
10	TENT WEIGHT 55 GAL WATER BARREL	400	EACH	$5.00	$2,000.00	$28.60	$11,440.00	$10.00	$4,000.00		
11	CHAIRS: PADDED FOLDING WHITE	5000	EACH	$1.50	$7,500.00	$3.25	$16,250.00	$1.75	$8,750.00		
12	CHIRS FOLDING SAMSONITE BLACK OR WHITE	5000	EACH	$1.00	$5,000.00	$1.95	$9,750.00	$0.80	$4,000.00		
13	CHAIRS WHITE RESIN	1000	EACH	$1.50	$1,500.00	$3.25	$3,250.00	$1.60	$1,600.00		
14	CHAIRS BAR STOOLS	200	EACH	$4.00	$800.00	$11.70	$2,340.00	$5.00	$1,000.00		
15	TABLES 36" ROUND	400	EACH	$8.00	$3,200.00	$15.60	$6,240.00	$7.35	$2,940.00		
16	TABLES 48" ROUND	400	EACH	$7.00	$2,800.00	$11.70	$4,680.00	$7.35	$2,940.00		
17	TABLES 60" ROUND	400	EACH	$8.00	$3,200.00	$12.35	$4,940.00	$7.35	$2,940.00		
18	TABLES 72" ROUND	400	EACH	$12.00	$4,800.00	$14.30	$5,720.00	$10.00	$4,000.00		
19	TABLES 8' RECTANGULAR TABLE	2000	EACH	$8.00	$16,000.00	$13.00	$26,000.00	$7.35	$14,700.00		
20	TABLES 6' RECTANGULAR TABLE	2000	EACH	$8.00	$16,000.00	$11.70	$23,400.00	$7.00	$14,000.00		
21	TABLES 6' RECTANGULAR CLASSROOM	200	EACH	$8.00	$1,600.00	$11.05	$2,210.00	$6.00	$1,200.00		
22	TABLES 30"-36" ROUND COCKTAIL (HIGH)	500	EACH	$12.00	$6,000.00	$16.90	$8,450.00	$9.00	$4,500.00		
23	TABLES 30"-36" ROND COCKTAIL	500	EACH	$8.00	$4,000.00	$15.60	$7,800.00	$8.00	$4,000.00		
24	TABLES WHITE RESIN	500	EACH	$7.00	$3,500.00	$15.00	$7,500.00	$9.00	$4,500.00		

BID TABULATION SHEET

TITLE:	RENTAL OF TENTS, TABLES AND SPECIAL EVENT ITEMS
BID NO.:	SC-0450-16
OPEN DATE:	APRIL 6, 2016 @ 2:00 P.M.
BUYER:	KATHY NASWORTHY, ANALYST
No. Invited: (4)	No. Received (3) No Bids: (0)
Recorded By:	GAIL SAMPSON

				PRESENTATION RESOURCE,M INC. dba PRI PRODUCTIONS		BEACHVIE EVENT RENTALS		DESTINATION PLANNING CORPORATION			
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL
25	TABLE SET UNBRELLA TABLE SET W/4 CAFE CHAIR	100	SET	$35.00	$3,500.00	$75.00	$7,500.00	$35.00	$3,500.00		
26	DANCE FLOOR 4 X4 SECTIONS WOODEN	50	EACH	$20.00	$1,000.00	$40.01	$2,000.50	$25.00	$1,250.00		
27	STAGE 4 X 4 SECTIONS W/CARPET UP TO 3' HIGH	50	EACH	$50.00	$2,500.00	$72.93	$3,646.50	$25.00	$1,250.00		
28	STAGE STAIRS	20	EACH	$25.00	$500.00	$175.50	$3,510.00	$15.00	$300.00		
29	TENT WALLS SOLID WHITE PRICING PER FOOT	25000	EACH	$1.25	$31,250.00	$2.54	$63,500.00	$1.00	$25,000.00		
30	TEN WALLS SOLID CLEAR PRICING PER FOOT	15000	EACH	$2.00	$30,000.00	$4.29	$64,350.00	$3.00	$45,000.00		
31	TENT WALLS SOLID WHITE W/WINDOWS	10000	EACH	$1.50	$15,000.00	$4.29	$42,900.00	$2.00	$20,000.00		
32	TENT LIGHTING FLOOD LIGHT W.CLAMP	500	EACH	$5.00	$2,500.00	$50.70	$25,350.00	$10.00	$5,000.00		
33	ENT LIGHTING FESTIVAL LIGHTING PRICING PER FOO	8000	EACH	$2.25	$18,000.00	$1.82	$14,560.00	$1.00	$8,000.00		
34	FENCING WHITE PICKET PRICING PER FOOT	15000	EACH	$3.00	$45,000.00	$4.55	$68,250.00	$3.75	$56,250.00		
35	FENCING METAL FRENCH BIKE BARRICADE	5000	EACH	$2.00	$10,000.00	$1.13	$5,650.00	$2.00	$10,000.00		
	LUMP SUM TOTAL ITEMS 1 THRU 35:			$531,500.00		$923,516.00		$512,170.00			
	TERMS:			NOT STATED		NET 30 DAYS		NOT STATED			
	DELIVERY:			NOT STATED		6 BUSINESS DAYS		1 BUSINESS DAY			
	CONFLICT OF INTEREST:			YES		YES		YES			
	ADDENDUM (1):			YES		YES		YES			

SUBJECT: Rental of Tents, Tables and Special Event Items

BID #: SC-0450-16 **OPEN DATE:** 04/06/2016

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – June 1, 2016 through September 30, 2017 with Three (3) One (1) Year Renewal Options

AGENCY: Sports and Entertainment Division

BASIS OF AWARD: All or None to the Lowest Responsive, Responsible Bidder

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Destination Planning Corporation, as the lowest responsive, responsible bidder to provide Tents, Tables and Special Event Items for the Office of Special Events. The initial period is June 1, 2016 through September 30, 2017 with three (3) one (1) year renewal options. Total expenditure not to exceed $512,170.00.

Funding for this award to be encumbered by account SPET01ASE-04402 and/or SPET01ASE-04938 to be executed by purchase order. This funding will be FY16 and FY17.

Attachments: Recommendation Memo, Terms and Conditions, Tabulation Sheet

Analyst: KATHERINE NASWORTHY **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 4-14-16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/16/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No 2015-05

	Destination Planning Corporation	
SC-0450-16		
4/16/2016	$512,170.00	Award
Pending	$512,170.00	Renewal 1/3
	$1,024,340.00	**Total Award**