SUBJECT: **MANAGEMENT AND MAINTENANCE OF CECIL COMMERCE CENTER**

BID # ESC-0649-14 OPEN DATE: 10/01/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Evaluation- One (1) Year Period from Date of Award with Five (5), One (1) Year Renewal Options

AGENCY: Parks, Recreation and Community Services

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 31 **NUMBER OF BIDS RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify award from January 1, 2017 through date of award.

Recommend approval to utilize the second (2) of five (5) renewal options with V.T. Griffin Services to continue providing management and maintenance services for Cecil Field Commerce Center. Period of service is from date of award through December 31, 2017. Total annual expenditure requested for this period is $608,810.04, with a total contract expenditure not-to-exceed $1,826,430.12.

Funding for this award to be encumbered by account RPCM1DACF-03410 to be executed by contract amendment through the Office of General Counsel (Contract #7846-03).

Attachments: Recommendation Memo, Vendor Letter, Evaluation Results, Bid Tabulation, Previous Awards

BUYER _____
CHELSEY RENFROE

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **KEITH MEYERL, CHIEF OF RECREATION AND COMMUNITY PROGRAMMING DIVISION**

(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 _____

PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

Jacksonville
Where Florida Begins.

January 5, 2017

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Keith Meyerl, Chief
Recreation and Community Programming Division

RE: **BID ESC-0649-14 Management and Maintenance of Cecil Field Commerce Center Second Renewal Recommendation**

The Parks, Recreation and Community Services Department respectfully recommends approval to exercise the second of five renewal options with V. T. Griffin Services to continue providing management and maintenance of Cecil Field Commerce Center with the annual expenditure in the amount of $608,810.04 from January 1, 2017 – December 30, 2017. Ratification is requested effective 12/31/16 in order to maintain continuity of services.

The not to exceed maximum indebtedness will be increased to $1,826,430.12, Master Blanket 503942. Funding will be from RPCM1DACF 03410.

Your assistance in concurring with this recommendation for the respective award would be appreciated.

If you have any questions or if further information is required, please contact Renée Harriman (255-8294).

KM/rlh

Attachments:
Renewal Letter from VT Griffin Services
Latest Award Copy

cc: Claire Stine, Financial Manager
Chelsea Renfroe, Purchasing Analyst

VT Griffin
6112 New World Avenue
Jacksonville, FL 32221

Tel 904.777.1900
Fax 904.777-0097

December 27, 2016

Mr. Keith Meyerl
JaxParks Superintendent
13611-A Normandy Blvd.
Jacksonville, Florida 32221

Re: Aquatic Center/Gym/Ball Park Maintenance Budget Estimate RFP ESC-0649-14
Agreement between JaxParks and VT Griffin; Management and Maintenance/Caretaker Support at Cecil Commerce Center

Dear Mr. Meyerl:

VT Griffin agrees to the same terms and conditions listed in the original budget estimate for RFP ESC-0649-14 for the Aquatic Center, Gymnasium, and Ball Park Maintenance. Please add an additional $608,810 for the second option year starting January 1, 2017 through December 31, 2017.

Should you have any questions, please do not hesitate to call me at (904) 777-1900, extension 11.

Thank you.

Sincerely,

James D. Jelsma

James D. Jelsma, CGC #061080
VT Griffin
Project Manager

JDJ/ss

ESC-0649-14

Management and Maintenance of Cecil Field Commerce Center

Evaluation Criteria Results

		VT Griffin	Onas Corp	M.Y. Contractors	NE Fla Equestrian Society
Competence	25	24	13	12	21
		24	12	10	22
		24	12.5	11	21.5
Maintenance	25	24	17	10	22
		24	16	8	23
		24	16.5	9	22.5
Financial	25	22	0	16	22
		23	0	15	23
		22.5	0	15.5	22.5
Cost	25	18	21	22	17
		18	21	22	16
		18	21	22	16.5
		88.5	**50**	**57.5**	**83**

TITLE:	MANAGEMENT AND MAINTENANCE OF PARKS AT CECIL COMMERCE CENTER	VT Griffin Services		Onas Corporation		M.Y. Contractors		Northeast Florida Equestrian Society	
BID NO:	ESC-0649-14								
OPEN DATE:	October 1, 2014								
ANALYST:	AMY COLE								
No. Invited:(34)	No. Received (4) No Bids: (0)								
Recorded By:									
		Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
Recreation Center/Community Center		$ 32,140.39	$ 385,684.68	$ 15,666.00	$ 187,992.00	$ 14,612.50	$ 175,350.00	$ 31,278.00	$ 375,336.00
Cecil Gym & Fitness Center		$ 8,985.43	$ 107,825.16	$ 8,833.00	$ 105,996.00	$ 14,612.50	$ 175,350.00	$ 15,639.00	$ 187,668.00
Lake Fretwell Park		$ 3,751.76	$ 45,021.12	$ 6,750.00	$ 81,000.00	$ 4,181.50	$ 50,178.00	$ 2,606.00	$ 31,272.00
New World Park		$ 3,751.76	$ 45,021.12	$ 5,708.00	$ 68,496.00	$ 4,181.50	$ 50,178.00	$ 1,043.00	$ 12,516.00
Lake Newman Facility		$ 2,104.83	$ 25,257.96	$ 5,708.00	$ 68,496.00	$ 4,181.50	$ 50,178.00	$ 1,564.00	$ 18,768.00
Extended Total		$ 608,810.04		$ 511,980.00		$ 501,234.00		$ 625,560.00	
PARTICIPATION GOAL:		Yes - Listed*		JSEB*		JSEB*		Yes - Listed*	
CONFLICT OF INTEREST:		Yes		Yes		Yes		Yes	
ADDENDUMS (3):		Yes		Yes		Yes		Yes	

*Confirming with EBO

SUBJECT: **MANAGEMENT AND MAINTENANCE OF CECIL COMMERCE CENTER**

BID # ESC-0649-14

OPEN DATE: 10/01/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
Evaluation- One (1) Year Period from Date of Award with Five (5), One (1) Year Renewal Options

AGENCY: Parks, Recreation and Community Services

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: 31 **NUMBER OF BIDS RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first (1) of five (5) renewal options with V.T. Griffin Services to continue providing management and maintenance services for Cecil Field Commerce Center. Period of service is from January 1, 2016 through December 31, 2016. Total annual expenditure requested for this period is $608,810.04, with a total estimated expenditure not-to-exceed $1,217,620.08.

Funding for this award to be encumbered by account RPCM1DACF-03410 to be executed formal contract amendment #2 through the Office of General Counsel (Contract #7846-03).

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

BUYER _____
CHELSEY RENFROE

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **SHERRY WILSON, CHIEF OF RECREATION AND COMMUNITY PROGRAMMING DIVISION**

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 11-19-15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 11/19/15

APPROVED ✓ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: MANAGEMENT AND MAINTENANCE OF CECIL COMMERCE CENTER

BID # ESC-0649-14 OPEN DATE: 10/01/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
EVALUATION- ONE (1) YEAR PERIOD FROM DATE OF AWARD WITH THE OPTION TO RENEW FOR UP TO FIVE (5) ADDITIONAL ONE (1) YEAR PERIODS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 31 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend award dated 10/17/14, to change begin date, from "date of award" to "date of execution", vendor name VT Griffin Services. The revised Period of Service will be from January 1, 2015 through December 31, 2015 due to time that was required to have contract drafted and executed. No other changes needed.

Attachments: Recommendation Memo, Previous Award

BUYER MARILYN LADLER

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Sherry Wilson, Chief, Recreation and Community Programming Division

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING _____ DATE: 02/19/15

OTHER _____

ACTION OF AWARDING AUTHORITY DATE 2/24/15

APPROVED _____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

~~Cleveland Ferguson III~~
Cleveland Ferguson III Officer
~~Deputy Chief Administrative Officer~~
For Mayor Alvin Brown
~~Under Authority of 115.4.1~~
Executive Order No. 2015-01

SUBJECT: Management and Maintenance of Cecil Commerce Center

BID NUMBER: ESC-0649-14 OPEN DATE: 10/01/2014

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Evaluation – One (1) year period from date of award with the option to renew for up to five (5) additional one (1) year periods.

AGENCY: Parks, Recreation and Community Services

BASIS OF AWARD: Evaluation Criteria

NUMBER OF BIDS INVITED: (31) NUMBER RECEIVED: (4) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS: Recommend approval of award to VT Griffin Services in the not to exceed amount of $608,810.04 for an initial one (1) year period from date of award with the option to renew for up to five (5) additional one (1) year periods. To be executed by formal contract through the Office of General Counsel and encumbered by purchase order.

ACCOUNT CODE: RPCM1DACF - 03410

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Evaluation Criteria, Contract Term, JSEB Verification, Account Inquiry.

Purchasing Analyst: Amy Cole
Amy Cole

Respectfully Submitted:
Gregory Hease, Chief
Procurement Division

CONCURRENCE BY: Sherry Wilson, Division Chief, Parks, Recreation and Community Services

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 10/16/14

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 10/22/14

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION Karna Bowling
Karna Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

QWS3270X 1/6/2017 8:01 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 01/06/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 8:00 AM

FISCAL MO/YEAR : 04 2017 CURRENCY CODE :
INDEX CODE : RPCM1DACF CECIL FIELD COMMERCE CENTER
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JAN 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	609,404.71	609,404.71
EXPENDITURES	.00	102,414.14	102,414.14
ENCUMBRANCES	.00	56,059.88	56,059.88
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	450,930.69	450,930.69

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

	V.T. Griffin Services	
ESC-0649-14		
10/16/2014	$608,810.04	Award
11/19/2015	$608,810.04	1st Renewal
Pending	$608,810.04	2nd Renewal
	$1,826,430.12	**Total Award**