SINGLE SOURCE AWARD **BID # SS-11796-22**

Subject: 2022 Martin Luther King Jr. Catering and Support

Department: Parks, Recreation and Community Services Department, Office of Special Events

Description of Purchase:
Recommend approval of Single Source Award to SAVOR...Jacksonville DBA SMG Food And Beverage LLC to provide traditional breakfast buffet, beverages and catering needs for all attendees and guests at the 2022 Martin Luther King Jr. Breakfast to be held at the Prime Osborne Convention on January 14, 2022. This is one-time purchase. Total requested annual expenditure not to exceed $70,371.18.

Funding Source: 10302.133101.549006.000000.00000000.00000.0000000, to be executed by purchase order(s).

Single Source Award To: SAVOR...Jacksonville DBA SMG Food And Beverage LLC

Price Justification: See Attached

Total Award: $70,371.18 **Requisition #** PRSP-501478-22

Attachments: Agency Memo; Single Source Form; Draft Contract

Certification as to Single Source: Daryl T. Joseph, Director, Parks, Recreation and Community Services Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Ruben Ola

Gregory Rease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED_____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

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) 255-7907
www.coj.net

December 3, 2021

TO: Greg Pease, Chief
Procurement Division

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

Subject: Single Source Request to SAVOR...Jacksonville for the 2022 Martin Luther King Jr. Catering and Support

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The Department of Parks, Recreation and Community Services, Division of Sports & Entertainment requests the Procurement Division grant a single source award to SAVOR...Jacksonville for Catering and Support for the annual Martin Luther King, Jr. Breakfast hosted on January 14,2022.

The annual event will be held at the Prime F. Osborne III Center and SAVOR...Jacksonville is the exclusive caterer and food service provider for the venue.

The cost of services are not expected to exceed $70,371.18 and payments are to be processed by a one-time Purchase Order.

FUNDING SOURCES: 10302.133101.549006.000000.00000000.00000.0000000

Attachments: Supplier Quote, Single Source Form

JMK

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

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Supplier will provide traditional breakfast buffet, beverages and catering needs for all attendees and guests at the 2022 Martin Luther King Jr. Breakfast

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Savor Jacksonville is the sole supplier of the goods and services required for the breakfast held at the Prime Osborne Convention Center.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Agency has researched the availability of the goods and services requested and Savor Jacksonville is the sole provider at the venue of the 2022 Martin Luther King Jr. Breakfast

Procurement Division

March, 2020

12-6-21

City of Jacksonville
Sports and Entertainment

Purchase Request Form

Submit Completed Form with Documentation and Signatures in Section 10 to Accounting Manager

1 Savor
SUPPLIER NAME

$ 70,371.18
AMOUNT REQUESTED/ESTIMATE

3 [X] Purchase Order [ ] Check (Mailed) [ ] Check (On Site) [ ] P-Card [ ] Internal Service [ ] Other:
PAYMENT METHOD

4 Breakfast catering
REQUESTED PURCHASE ITEMS

5 MLK Breakfast Celebration
EVENT NAME

1/14/2022
EVENT DATE

6 Providing meals for participants of the annual MLK Breakfast Celebration
JUSTIFICATION

PAYEE INFORMATION

7 Savor
SUPPLIER NAME

SUPPLIER WEBSITE

300 Philip A Randolph Blvd
STREET

APARTMENT/SUITE

Jacksonville
CITY

FL
STATE

32202
ZIP

Marlene Ritter
TELEPHONE

904.255.5428

EMAIL

mritter@savorjax.com

PURCHASE INFORMATION

8 List any special instructions or information regarding your order not listed on the business quote, e.g. - quantity, color, size, etc.

DOCUMENTATION

9 Attach official itemized quotes, contracts or other documentation for the requested purchase

AUTHORIZATION

10 By signing, I indicate that the above information is true and correct to the best of my knowledge and understand that requests are not approved until a PO, contract or other authorized procurement method is approved; available budget does not indicate approval for particular expenditures; all expenditures are subject to Chief and Procurement approval.

REQUESTOR SIGNATURE — DATE 12/3/21

SUPERVISOR SIGNATURE (If Required) — DATE 12/3/21

Ross Triner
REQUESTOR PRINTED NAME — DATE 12/3/2021

Teneese Williams
SUPERVISOR PRINTED NAME (If Required) — DATE

OFFICE USE

APPROVE [X]
DISSAPPROVE [ ]
ACCOUNTING MANAGER — DATE 12.3.21

APPROVE [X]
DISSAPPROVE [ ]
Director, Parks Recreation and Community Services — DATE 12-6-21

[ ] Artistic Award [ ] Bid [ ] Contract [ ] Sole Source
PROCUREMENT METHOD

NOTES:

Requisition: _____ Fund(5)/Center(6): SPET X PRSE ____ Misc ____
Account(6): Trust Activity(8): MLK FY: 22 Date entered: _____
1Cloud: 10302.133101.549006

SAVOR...
Jacksonville

Proposal

Client/Organization	Event Date	Booking Contact	Event Name	Event #
COJ	1/14/2022 (Fri)	Triner, Ross	MLK Breakfast	E10602
Address		Booking Tel	Site Contact	Guests
150 E 1st Street		(904) 255-5427	Triner, Ross	2400 (Act)

Site Locations

Site Name	Site Address
Breakfast Buffet - Friday, January 14, 2022 - 7:00 am	
Prime Osborn Convention Center	1000 Water Street, Jacksonville, FL 32202

Venue

Delivery	Set By	Start	End	Location	Setup Style
6:00 am	6:30 am	7:00 am	9:30 am	POCC - Hall A & B	Rounds of 10

Setup Notes
Rounds of 10 on floor

ALL TABLES ON FLOOR PRE SET: 1 Water Pitcher, 1 OJ Pitcher, 1 Goblet, Coffee Cup & Saucer, 1 pitcher of creamer, Plate and Silverware

HEAD TABLE PRESET: Iced Water, Orange Juice, Coffee Cup & Saucer, plate, silverware and 3 water pitchers

One server will need to be assigned to the head table to make plates for the Mayor and Guest Speaker, along with any other gu ests who request table service or beverage service.

Assign Servers sections for beverage service

White Linens and White Napkins

Client providing table stanchions + SAVOR providing table stanchions

TENTATIVE SCHEDULE
7:00AM - Door Opens to Hall
8:01AM - Program Starts (APPROX) (Ok to quietly clear during presentation)
9:26AM - Program Closes

Tentative buffet closing schedule
8:15AM - Front Buffets on each side of the room close
8:25 AM - Second buffets on each side of the room close
9:00AM - Back two buffets close

**2 double sided buffets on each side of the room - 1 oatmeal station each side of the room
**2 double sided buffets near the back of the room on each side - 1 oatmeal station
**2 Beverage stations on each side of the room w/ Iced Water, Regular & Decaf Coffee
****PLEASE MAKE SURE TO SEPARATE BACON AND SAUSAGE OFF BUFFET ON IT'S OWN SEPARATE TABLE - WILL BE SPACED 2FT OFF OF ORIGINAL BUFFET

300 A. Philip Randolph Blvd., Jacksonville, FL 32202
Prime Osborn Convention Center (904) 630-4057 Veterans Memorial Arena and The Times Union (904) 854-0894
Fax: (904) 854-6669

Final Guest Count – 1/10/2020: On this date your final guest count is due. This number should include all guests in attendance for the event. If your guest count is increasing after this date, please ensure that you are updating me daily.

Subtotal	58,158.00	Paid	0.00
Tax	0.00	Balance	70,371.18
Service Charge	12,213.18		
Total Value	70,371.18		

Deposit: 25% of the estimated charges is due immediately as deposit to secure food & beverage for event along with a fully executed contract signed by the person financially responsible. The menu, guest count, etc. can still be modified once the contract is signed according to the SAVOR...Jacksonville food & beverage policies. Acceptable methods of payment are: Company Check, Cashier's Check, Visa, MasterCard, America Express, Discover, or Cash. Please make checks payable to SAVOR.

Payment: Final payment of the estimated charges is due by noon, (5) business days prior to the event by certified funds or credit card. The Catering Department does not extend credit or direct billing. Services will not be performed without the required full prepayment and a signed contract by the person financially responsible on file in our office

We request that you have a credit card on file for any additions to your orders and/or other variable charges. Any on-site adjustments or replenishments of contracted catering services will be reflected in a final invoice, payable within ten (10) days of date of invoice. Payment received after ten (10) days from date of invoice could be subject to a 15% late fee on remaining balance.

Guarantee: The Catering Office must receive guaranteed numbers of attendees for all events 10 (ten) business days prior to the event. Holidays are not considered business days and any deadlines set forth may change around major holidays. If updated information is not received, the last number given will be considered the guarantee to represent a minimum billing. The client will be responsible for the specified guarantee or the actual number of guests if the guarantee is exceeded.

The final guest count & menu changes will be due by 12:00pm the Monday prior to the event for events held Friday-Monday and by 12:00pm the Thursday prior to the event for events held Tuesday-Thursday (please see grid below). SAVOR will prepare for 5% (five percent) over the guarantee. Although SAVOR will make an effort to provide the chosen menu, circumstances may require we serve a comparable selection when the guarantee is exceeded. For plated dinners, the overage will be a vegetarian meal. Any increase in guest count or changes in quantities after the final count due date will incur a $100.00 fee per change (not to exceed $100.00 per day) plus regular menu pricing.

Cancellation: Cancellation of the contracted services must be made in writing a minimum of 4 weeks (30 Days) prior to the scheduled function. If the event is canceled less than 14 days but more than 5 business days prior to the event, a fee of 25% of the total estimated services will be charged. Any events canceled less than 5 business days prior to the event would incur 100% of the estimated charges.

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