SUBJECT: STREET POLE BANNER SERVICES

BID #: SC-0283-21 **OPEN DATE: 2020-11-18**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2021, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION, OFFICE OF SPECIAL EVENTS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 23 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder 10k Creative Co Inc. for STREET POLE BANNER SERVICES. Total requested annual expenditure not to exceed $92,000.00. Total award expenditure not to exceed $460,000.00. Period of service will be from date of award through September 30, 2021, with four (4) one (1) year renewal options.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s).

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

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, 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) 255-7907
www.coj.net

November 12, 2020

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

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

RE: **PRSP-500422-21/SC-0283-21Street Pole Banner Services**

In response to the solicitation for bids on the Street Pole Banner Services, The Procurement Division received response from two (2) bidders: PRI Productions and 10k Creative Co, Inc., and forwarded the results to Parks, Recreation and Community Services Department, Division of Sports and Entertainment, to review for a recommendation of award.

The Department of Parks, Recreation and Community Services, Division of Sports and Entertainment, respectfully requests the Procurement division to grant an award to the lowest bidder, 10k Creative Co Inc.

Total expenditures are not expected to exceed $92,000 for term of date of this award through September 30, 2021 and are not expected to exceed $460,000 for the total award. Expenses are to be procured with a Purchase Order Agreement with the option of four (4), One (1) year award renewal options.

Funding Sources:

Account Coding for FY21 Barricades Signage Request					
Fund	Center	Account	Project	Activity	Interfund
00113	133101	544020	000000	00001328	00000
00113	133101	548010	000000	00001328	00000
00113	133101	549040	000000	00001328	00000
00113	133101	544020	000000	00001336	00000
00113	133101	548010	000000	00001336	00000
00113	133101	549040	000000	00001336	00000

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00113	133101	544020	000000	00001337	00000
00113	133101	548010	000000	00001337	00000
00113	133101	549040	000000	00001337	00000
00113	133101	544020	000000	00001338	00000
00113	133101	548010	000000	00001338	00000
00113	133101	549040	000000	00001338	00000
00113	133101	544020	000000	00001329	00000
00113	133101	548010	000000	00001329	00000
00113	133101	549040	000000	00001329	00000
00113	133101	544020	000000	00001330	00000
00113	133101	549040	000000	00001330	00000
00113	133101	544020	000000	00001331	00000
00113	133101	548010	000000	00001331	00000
00113	133101	549040	000000	00001331	00000
00113	133101	544020	000000	00001332	00000
00113	133101	548010	000000	00001332	00000
00113	133101	549040	000000	00001332	00000
00113	133101	544020	000000	00001333	00000
00113	133101	548010	000000	00001333	00000
00113	133101	549040	000000	00001333	00000
00113	133101	544020	000000	00001334	00000
00113	133101	548010	000000	00001334	00000
00113	133101	549040	000000	00001334	00000
00113	133101	544020	000000	00001335	00000
00113	133101	549040	000000	00001335	00000
10302	133101	549006	000000	00000000	00000

Attachments: Solicitation SC-0283-21 Responses

JM

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cc: Jennifer Malice, Sports and Entertainment; Accounting Manager
Claire Stine, Park Project Manager
Rene'e Harriman, Parks Finance Manager

BID TABULATION SHEET

TITLE: STREET POLE BANNER SERVICES

BID NO.: SC-0283-21

OPEN DATE: November 18, 2020

ANALYST: RUBEN OLA

No. Invited: (23) No. Received (2) No Bids: (0)

Bid Recorder: J. Hernandez Announcer: P. Mitchell

ITEM	DESCRIPTION	EST. QUANTITY	PRI PRODUCTIONS PRICE EACH	PRI PRODUCTIONS EXT. PRICE	10K CREATIVE CO INC. PRICE EACH	10K CREATIVE CO INC. EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	Historic Street Pole Banner - Printing Printing of 18"x 44" street pole banners. Printing must be full color, full bleed, double sided, on weather durable vinyl. Banners must have a 2-3.5" sewn pocket on top and bottom of banner. Sides of banners must be sewn shut. City to provide print-ready artwork.	1000 EACH	$ 50.00	$ 50,000.00	$ 41.00	$ 41,000.00				
2	Historic Street Pole Banner - Installation Installation of 18"x 44" street pole banners. Vendor must supply zip ties for top and bottom of banner installation. Banners must be installed facing the correct direction as per the design. Banners are to be picked up from 214 N. Hogan St., Basement, Jacksonville, FL 32202.	2000 EACH	$ 25.00	$ 50,000.00	$ 5.00	$ 10,000.00				
3	Historic Street Pole Banner - Removal and Return Banners are to be removed and returned to 214 N. Hogan St., Basement, Jacksonville, FL 32202 within ten days of the removal date and include an inventory count.	2000 EACH	$ 25.00	$ 50,000.00	$ 5.00	$ 10,000.00				
4	3x5 Street Pole Banner - Printing Printing of 36"x 58" street pole banners. Printing must be full color, full bleed, double sided, on weather durable vinyl. Banners must have a 2-3.5" sewn pocket on top and bottom of banner. Sides of banners must be sewn shut. City to provide print-ready artwork.	400 EACH	$ 125.00	$ 50,000.00	$ 61.00	$ 24,400.00				
5	3x5 Street Pole Banner - Installation Installation of 36"x 58" street pole banners. Vendor must be able to supply hardware for banner installation that meets specification required for each location. Various locations may require different brackets, bands, etc. Banners must be installed facing the correct direction as per the design.	550 EACH	$ 50.00	$ 27,500.00	$ 7.00	$ 3,850.00				
6	3x5 Street Pole Banner- Removal and Return Banners are to be removed and returned to 214 N. Hogan St., Basement, Jacksonville, FL 32202 within ten days of the removal date and include an inventory count.	550 EACH	$ 50.00	$ 27,500.00	$ 5.00	$ 2,750.00				
	GRAND TOTAL:			$255,000		$92,000.00				
	MINIMUM REQUIREMENTS:									
	TERMS:		1% DISC. 10 DAYS		0% DISC. 30DAYS					
	DELIVERY (Business Days):		10		30					
	CONFLICT OF INTEREST:		✓		✓					
	ADDENDUM(1):		✓							
	NOTES:				Late submission of Addendum #1					

TERMS AND CONDITIONS

STREET POLE BANNER 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 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 STREET POLE BANNER SERVICES as listed in the bid.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder grand total amount. 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, 2021, 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 condition 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. Contractor shall provide all business licenses required by local, state, and federal law as applicable.

5. 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).

6. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the initial term 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.

7. 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.

8. PRICES

All unit prices shall include items that are needed to successfully complete the project as outlined in this

SPECIFICATIONS

STREET POLE BANNER SERVICES

1. SCOPE OF WORK

a. These services will be utilized for all events sponsored by the Division of Sports & Entertainment. Events include but are not limited to: Georgia-Florida Football Weekend, Sea & Sky Air Show, World of Nations Celebration, Jazz Festival, New Year's Eve and July 4th Fireworks, Veterans Day Parade, etc. and miscellaneous City sponsored events.

b. We request bidders to supply us one rate. Daily, weekly, holiday and rush rates are to be the same. Rates shall include consulting of printing needs for the event, freight, delivery, and handling charges to the delivery location.

c. Bidders must be able to provide quality professional printing services. Must coordinate with Division Marketing, PR & Engagement Manager for timelines on printing services for each event. Due to the nature of the events, last minute additions to printing may occur and we request bidders have the ability to print within one hour of Downtown Jacksonville.