City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **February 19, 2020**

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

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **OPERATION OF A DOWNTOWN DINING/LUXURY BOAT SERVICE.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval 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	

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

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February 3, 2020

TO: Greg Pease, Chief
Procurement Division

02/04/20 09:29:03
Procurement Division

FROM: Robert Skalitzky
Chief, Natural & Marine Resources

RE: Certification Letter for Procurement for Parks, Recreation and Community Services for the Operation of a Downtown Dining/Luxury Boat Service and Request for Proposal (Revenue Generating)

The Parks, Recreation and Community Service Department respectfully requests the Procurement Division proceed with issuance of a Request for Proposal (RFP) for the Operation of a Downtown Dining/Luxury Boat Service.

This will be a revenue generating Bid for Parks, Recreation and Community Service Department. Initial term of ten (10) years with two (2) – five (5) year renewal option.

Project Manager will be Robert Skalitzky, RSkalitzky@coj.net, phone: (904) 255-7912.

If you need further information please contact Robert Skalitzky at 904-255-7912.

RS

Attachments:
Bid Specification

CC: Rene'e Harriman – PRCS Finance Manager
Amy Honey – PRCS Contract Administration Coordinator

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

February 7, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri, Business Compliance Officer
Jacksonville Small and Emerging Businesses (JSEB) Office

RE: **Revenue Generating Bid Luxury Boat Service**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8833.

cc: Ruben Ola
Rose Nettles

Ola, Ruben

From: Verdejo Magras, Wanda
Sent: Wednesday, February 12, 2020 7:34 AM
To: Ola, Ruben; Skalitzky, Robert; Honey, Amy
Subject: approved : Operation of a Downtown Dining/Luxury Boat Service

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management has concluded and applied the required changes to the contract.

Summary:

- Indemnification verbiage – attachment F
- Insurance Requirements – attachment G

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

Cordially,

Wanda Verdejo
Project Manager for
Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : **904-255-5316**
Email : *wverdejo@coj.net*

Jacksonville
Where Florida Begins.

Competitive Sealed Proposal Evaluation Committee

APPROVED

by Twane Duckworth 2/11/20

PROCUREMENT DIVISION

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RFP SPECIFICATIONS

FOR

OPERATION OF A DOWNTOWN DINING/LUXURY BOAT SERVICE

PARKS, RECREATION AND COMMUNITY SERVICES DIVISION
NATURAL & MARINE RESOURCES

BID NO: ESC-XXXX-20

OPEN DATE: TBD

TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #110, JACKSONVILLE, FL

PRE-PROPOSAL CONFERENCE: TBD
DATE: TBD
TIME: TBD
LOCATION: City of Jacksonville's South Bank Downtown Dock located is by the Chart House

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Lenny Curry
Mayor

Gregory Pease, Chief
Procurement Division