SUBJECT: STREET POLE BANNERS

BID #: SC-0289-17 **OPEN DATE: 10/12/2016**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second (2) of three (3) renewal options with Presentation Resource, Inc. dba PRI Productions, for the purchase of street pole banners for the Office of Special Events. Period of service is from October 1, 2018 through September 30, 2019. Total revised estimated annual expenditure amount is $110,000.00, for an expenditure amount not to exceed $330,000.00.

Funding Source: SPET01ASE-04938 & PRSE134SE-04904 - To be executed by purchase order.

Attachments: Recommendation Memo, Vendor Letter, and Previous Award

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. 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.

ANALYST: _____ CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Office

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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

Lenny Curry, Mayor

Office of Special Events
117 W. Duval Street
Jacksonville, FL 32202
(904) 630-3690
www.coj.net

MEMORANDUM

TO: Gregory Pease, Chief of Procurement

FROM: Brent Fine, Special Events Manager

SUBJECT: FY19 Street Pole Banners – SC-0289-17 Renewal

DATE: August 28, 2018

The Office of Special Events requests to exercise the second renewal option of award SC-0289-17 with Presentation Resource, Inc. dba PRI Productions for the period beginning October 1, 2018 through September 30, 2019 for street pole banner services.

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

Expenditures are not expected to exceed $110,000 and payments will be processed by purchase order(s).

MASTER BLANKET PURCHASE ORDER: 7A01864
FUNDING SOURCE: SPET01ASE-04938 / PRSE134SE-04904

ATTACHMENTS:

- Current FY18 Award
- Renewal Letter from Vendor

PRI
PRODUCTIONS

City of Jacksonville Office of Special Events
Attn: Torey Vogel
117 West Duval Street, Suite 280
Jacksonville, FL 32202

RENEWAL OPTION: BID SC-0289-17

To Whom It May Concern:

PRI Productions would like to elect the renewal option to bid SC-0289-17 for the City of Jacksonville Street Pole Banners to keep current pricing effective October 1, 2018 through September 30, 2019.

We look forward to working with you again!

Thank you,

Ashley Beck

Ashley Beck
Logistics Manager, PRI Productions

Title: STREET POLE BANNERS
Bid # SC-0289-17
Bid Date: 10/12/2016
Buyer: Chelsey Renfroe
No. Invited: 10 No. Received: 2 No Bids: 1

Recorded By: Gail Sampson 10/12/2016 Date

ITEM	DESCRIPTION	Est. QTY	UoM	PRI PRODUCTIONS UNIT PRICE	PRI PRODUCTIONS EXTENDED TOTAL	MASS MEDIA OUTDOOR ADVERTISING CORP. UNIT PRICE	MASS MEDIA OUTDOOR ADVERTISING CORP. EXTENDED TOTAL
1	Historic Street Pole Banner Printing, installation, and removal of 18" x 44" street pole banners. Printing must be full color, full bleed 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. Vendor must be able to supply hardware for banner installation that meets specifications required for each location. Various locations may require different brackets, bands, etc. Banners must be installed facing the correct direction as per the design. City to provide print-ready artwork. Banners are to be returned to 117 W. Duval Street, Suite 280, within ten days of the removal date and include an inventory count.	500	EA	$45.00	$22,500.00	$35.00	$17,500.00
2	Historic Street Pole Banner Installation, and removal of 18" x 44" street pole banners. Vendor must be able to supply hardware for banner installation that meets specifications required for each location. Various locations may require different brackets, bands, etc. Banners must be installed facing the correct direction as per the design. City to provide print-ready artwork. Banners are to be returned to 117 W. Duval Street, Suite 280, within ten days of the removal date and include an inventory count.	300	EA	$20.00	$6,000.00	$30.00	$9,000.00
3	Historic Street Pole Banner Printing of 18" x 44" street pole banners. Printing must be full color, full bleed 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.	250	EA	$35.00	$8,750.00	$35.00	$8,750.00
4	Shoebox Street Pole Banner Printing, installation, and removal of 31" x 41" street pole banners. Printing must be full color, full bleed 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. Vendor must be able to supply hardware for banner installation that meets specifications required for each location. Various locations may require different brackets, bands, etc. Banners must be installed facing the correct direction as per the design. City to provide print-ready artwork. Banners are to be returned to 117 W. Duval Street, Suite 280, within ten days of the removal date and include an inventory count.	300	EA	$85.00	$25,500.00	$45.00	$13,500.00

Title: STREET POLE BANNERS
Bid # SC-0289-17
Bid Date: 10/12/2016
Buyer: Chelsey Renfroe
No. Invited: 10 No. Received: No Bids: 0
Recorded By: Gail Sampson 10/12/2016 Date

ITEM	DESCRIPTION	Est. QTY	UoM	PRI PRODUCTIONS UNIT PRICE	PRI PRODUCTIONS EXTENDED TOTAL	MASS MEDIA OUTDOOR ADVERTISING CORP. UNIT PRICE	MASS MEDIA OUTDOOR ADVERTISING CORP. EXTENDED TOTAL
5	Shoebox Street Pole Banner Installation, and removal of 31" x 41" street pole banners. Vendor must be able to supply hardware for banner installation that meets specifications required for each location. Various locations may require different brackets, bands, etc. Banners must be installed facing the correct direction as per the design. City to provide print-ready artwork. Banners are to be returned to 117 W. Duval Street, Suite 280, within ten days of the removal date and include an inventory count.	200	EA	$40.00	$8,000.00	$30.00	$6,000.00
6	Shoebox Street Pole Banner Printing of 31" x 41" street pole banners. Printing must be full color, full bleed 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.	150	EA	$55.00	$8,250.00	$45.00	$6,750.00
7	3 x 5 Street Pole Banner Printing, installation, and removal of 36" x 58" street pole banners. Printing must be full color, full bleed 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. Vendor must be able to supply hardware for banner installation that meets specifications required for each location. Various locations may require different brackets, bands, etc. Banners must be installed facing the correct direction as per the design. City to provide print-ready artwork. Banners are to be returned to 117 W. Duval Street, Suite 280, within ten days of the removal date and include an inventory count.	200	EA	$100.00	$20,000.00	$68.00	$13,600.00
8	3 x 5 Street Pole Banner Installation, and removal of 36" x 58" street pole banners. Vendor must be able to supply hardware for banner installation that meets specifications required for each location. Various locations may require different brackets, bands, etc. Banners must be installed facing the correct direction as per the design. City to provide print-ready artwork. Banners are to be returned to 117 W. Duval Street, Suite 280, within ten days of the removal date and include an inventory count.	100	EA	$65.00	$6,500.00	$30.00	$3,000.00
9	3 x 5 Street Pole Banner Printing of 36" x 58" street pole banners. Printing must be full color, full bleed 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.	100	EA	$45.00	$4,500.00	$68.00	$6,800.00
			TOTAL:	**$110,000.00**		**$84,900.00**	

	PRI PRODUCTIONS	MASS MEDIA OUTDOOR ADVERTISING CORP.
TERMS:	NET 10	NET 30
DELIVERY:	10 Business Days	10 Business Days
CONFLICT OF INTEREST:	Yes	Yes
EQUIPMENT LOCATED WITHIN 45 MILES OF 32202:	Yes	Yes
ADDENDUMS 1	Yes	Yes
NOTES:		Rejected for not submitting pricing in accordance with the bid specifications and General Conditions.

TERMS AND CONDITIONS

STREET POLE BANNERS

SCOPE

The 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 Street Pole Banner Services 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 will be from date of award 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.

REQUIREMENTS

Bidders should submit or comply with the following requirements:

- Due to the nature of the events, last minute additions may occur and supplier pricing will remain firm
- Supplier equipment must be located within 45 miles of zip code 32202.

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 consulting of printing needs for the events, freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

DELIVERY AND PICK UP

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 (if applicable), date and time of removal/strike (if applicable), quantity ordered and shipped, unit prices, and unit of measure.

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.

COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

INVOICING

Invoices will be issued to the City of Jacksonville once supplies/services are fully rendered. At a minimum, invoices must include; City purchase order number, item number and description, date and time of shipment delivery/setup (if applicable), date and time of removal/strike (if applicable), quantity ordered and shipped, unit prices, unit of measure., and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: Office of 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.

SUPPLIER ACCESSABILITY

The City or its representatives must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SUPPLIER QUALITY

Sign printing must be of high quality and installation equipment used shall be clean and in good-working condition. Supplier employees, including but not limited to, delivery/pickup, installation/removal, maintenance,

managers, and technical employees shall be in supplier uniforms, well-groomed and professional while conducting services.

REPORTING

The City may request, during the term of this bid, reports including but not limited to: usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

SUBJECT: STREET POLE BANNERS

BID #: SC-0289-17 **OPEN DATE: 10/12/2016**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 2 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of three (3) renewal options with Presentation Resource, Inc. dba PRI Productions, for the purchase of street pole banners for the Office of Special Events. Period of service is from October 1, 2017 through September 30, 2018. Total revised estimated annual expenditure amount is $110,000.00, for an expenditure amount not to exceed $220,000.00.

Funding Source: SPET01ASE-04938 & PRSE134SE-04904 - To be executed by purchase order.

Attachments: Recommendation Memo, Vendor Letter, and Previous Award

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.

ANALYST: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Office

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9/21/17

Teresa R Eshaer OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/21/17

APPROVED DISAPPROVED

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

OTHER

SIGNATURE OF AUTHENTICATION

SUBJECT: STREET POLE BANNERS

BID #: SC-0289-17 OPEN DATE: 2016-10-12

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2017 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: OFFICE OF SPECIAL EVENTS

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

NUMBER OF BIDS INVITED: 10 NUMBER RECEIVED: 2 OTHER: 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Mass Media Outdoor Advertising Corp., for not submitting pricing in accordance with the bid specifications and general conditions.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, Presentation Resource, Inc. dba PRI Productions, for the purchase of street pole banners for the Office of Special Events. Period of service is from date of award through September 30, 2017 with three (3) one (1) year renewal options. Total annual expenditure not-to-exceed $110,000.00.

Funding for this award to be encumbered by accounts SPET01ASE-04938 or PRSE134SE-04904, to be executed by purchase order(s).

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

ANALYST: CHELSEY RENFROE

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Brent Fine, Special Events Manager, Sports & Entertainment Office

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 10/27/16

OTHER:

ACTION OF AWARDING AUTHORITY DATE 10/27/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sonia E. Vousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05