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SINGLE SOURCE AWARD **BID # SS-13968-23**

Subject: 2023 Jacksonville Jazz Festival Hotel Accommodation

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

Description of Purchase:
Recommend approval of single source award with various hotel accommodations as listed below for the 2023 Jacksonville Jazz Festival. The requested total expenditure not to exceed $76,991.00. Date of event will be from May 25, 2023 through May 28, 2023.

Hyatt Corporation dba Hyatt Regency Jacksonville Riverfront	$30,931.00
LR JAX LLC dba Jacksonville River City Downtown Hotel	$ 7,360.00
Lexdevcojax LLC dba Southbank Hotel Jacksonville Riverwalk	$38,700.00
Total	$76,991.00

Funding Sources: 10302.133101.549006.000000.00000000.00000.0000000
00113.133101.549040.000000.00001333.00000.0000000
To be executed by contract through the Office of General Counsel. Payments will be processed by a Non-PO Payment.

Single Source Award To: Various Hotel Accommodations

Price Justification: See Attached

Total Award: $76,991.00 **Requisition #** PRSP-500317-23

Attachments: Single Source Form; Agency Memo; Agreement

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

Dustin Freeman, 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

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

ONE CITY. ONE JACKSONVILLE.

March 3, 2023

To: Dustin Freeman, Chief
Procurement Division

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

From: Chandler Fussell, Chief
Sports and Entertainment Division

Subject: Single Source Request- Hotel Accommodation during the 2023 Jacksonville Jazz Festival

The Department of Parks, Recreation and Community Services, Division of Sports & Entertainment respectfully requests the Procurement Division grant a single source award to the following suppliers to provide Hotel Accommodations during the 2023 Jacksonville Jazz Festival.

Division has researched the availability of services requested and the following suppliers are the sole operating entities of the properties requested for Hotel Accommodations. Total Award Expenditures for suppliers are not expected to exceed:

Hyatt Corporation dba Hyatt Regency Jacksonville Riverfront	$30,931
LR JAX LLC dba Jacksonville River City Downtown Hotel	$7,360
Lexdevcojax LLC dba Southbank Hotel Jacksonville Riverwalk	$38,700

Payments will be processed by a Non-PO Payment Request referencing the agreement between the suppliers and the City of Jacksonville.

Funding Source: 10302.133101.549006.000000.00000000.00000.0000000
00113.133101.549040.000000.00001333.00000.0000000

Attachments: Single Source Request Form

JMK

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

JUSTIFICATION FOR SINGLE SOURCE (JSS)

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

1. Requesting Agency:	Sports & Entertainment
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the City need these particular goods or services?***	Hotel Accommodations during the 2023 Jacksonville Jazz Festival
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	Each hotel is the sole supplier for the required locations for hotel accommodations during the 2023 jacksonville Jazz Festival
4. Date of Request	3/3/2023

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Sports & Entertainment division has researched availablity of services needed and these suppliers are the sole suppliers for these locations.]

6. Other Documentation (Check and attach all that apply)

☐ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

Ola, Ruben

From:	Malice-Kelly, Jennifer
Sent:	Thursday, March 16, 2023 10:11 AM
To:	Ola, Ruben
Subject:	FW: FYI: Online Message for Negotiation SS 13968-23 (2023 Jacksonville Jazz Festival Hotel Accommodation) Was Received
Attachments:	Hyatt Regency Riverfront JJF23 Fact Sheet.docx; Marriott Jacksonville Downtown In-Kind JJF23 Fact Sheet.docx; Southbank JJF23 Fact Sheet.docx

Here are the Fact Sheets that have been sent in through OGC. We do not have draft contracts yet.

Jennifer Malice Kelly
Accounting Manager
City of Jacksonville | Sports & Entertainment
214 North Hogan Street, 4th Floor
Jacksonville, FL 32202
904.255.5426 (o) | 904.300.4865 (c)
JMalice@coj.net

From: Ruben Ola <eims.fa.sender@workflow.mail.us2.cloud.oracle.com>
Sent: Wednesday, March 15, 2023 4:21 PM
To: Malice-Kelly, Jennifer <JMalice@coj.net>
Subject: FYI: Online Message for Negotiation SS 13968-23 (2023 Jacksonville Jazz Festival Hotel Accommodation) Was Received

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Access this task in the Workspace Application
Edit

Online Message for Negotiation SS 13968-23 (2023 Jacksonville Jazz Festival Hotel Accommodation) Was Received

Overview Manage Solicitations SS: 13968-23 **Online Messages: SS 13968-23**

Print Message (SS 13968-23)

Title	2023 Jacksonville Jazz Festival Hotel Accommodation	**Status**	Closed
Time Remaining	0 Seconds	**Close Date**	3/24/23 9:12 AM

Subject: Re: Jazz Festival Hotel Accommodation Proposal

From	Jennifer Malice-Kelly	**From Company**	City of Jacksonville
To	Ruben Ola		
Date	3/27/23 11:29 AM		

Yes that is the Marriot and the amount is $7,360, apologies for my typo on the memo. Thank you!

On 3/27/23 9:31 AM America/New_York, Ruben Ola wrote

Good Morning Jen,
Is Marriot Jacksonville Downtown is the same with LR JAX LLC dba Jacksonville River City Downtown Hotel per your submitted OSE Agreement? Also the amount is $7,360 and not $7,390? Please clarify.
Thanks,

On 3/16/23 10:42 AM America/New_York, Ruben Ola wrote

Hi Jen,
I attached the additional information based on your email.

On 3/15/23 4:16 PM America/New_York, Ruben Ola wrote

Hi Jen,
Do you have hotel proposal to your breakdown cost of $77,021.00 for the Jazz Festival Hotel Accommodation?
If yes, kindly attached on this communication.
Thanks.

OSE SPONSORSHIP AGREEMENT
FACT SHEET

City of Jacksonville & OSE Information:

Date Requested:	03/09/2023
Date OGC to Return:	03/16/2023
Effective Agreement Date:	03/09/2023
Event Name:	Jacksonville Jazz Fest 2023
Event Date:	May 25th through May 28th, 2023
Event Location:	Downtown Jacksonville
OSE Contact:	Lisa Anderson & Paige Wright Sponsorship Coordinator's LisaA@coj.net, x5424; pwright@coj.net x7732

Sponsor/Partner Information:

Sponsor Name:	Hyatt Regency Jacksonville Riverfront
	Onsite Activation: No
Agent or Marketing Provider ***(If Applicable)*****:**	
	Onsite Activation:
Address:	225 East Coastline Drive, Jacksonville, FL 32202
Representative/Contact:	Kate De Master, Director of Sales & Marketing 225 East Coastline Drive, Jacksonville, FL 32202 E kate.demaster@hyatt.com T +1.904.360.8650 M+1.312.933.1202

Contract Form:

Form to Use: **(City Template, Third Party, Amendment, Renewal)**	City Template

Contract Information:

Standard Template:	Yes
Special Conditions for Insurance, Indemnification, Liability ***(if yes, explain)*****:**	
Other Notes:	

Exhibit A Information:

Sponsor Shall Receive:
• Logo placement on event site (http://jacksonvillejazzfest.com) with link to Sponsor website (prior to and during the event duration upon signing of this Event Sponsorship Agreement). • Logo inclusion on event guide, select event promotions and entertainment select signage in various formats

- One half-page, full-color ad in the official event guide due by April 10th 2023..
- Inclusion in select social media and email promotions, with opportunity for custom social media push with Jacksonville partner hotels
- City provided promotional items and materials including Jazz buttons for hotel staff, official event guides, Jazz Festival posters for distribution
- Multiple custom stage announcements from all stages
- Ten (10) VIP Single-Day Experience passes totaling (30) passes for invited guests and customers Ten (10) for each day. Promotional only not for resale.
- Fourteen (14) VIP Full Festival Experience 3-Day passes, for invited guests and customers. Promotional only not for resale.
- Max possible indebtedness for the agreement is $30,931.00 (Applicable taxes apply. With tax exemption the City is still required to pay the mandatory 1% fee for City surcharge)

Sponsor Agrees To:

- (100) Complimentary room nights; not to exceed 30 rooms per night for Thursday, May 25th – Monday, May 28th, 2023. Tuesday, May 23rd and Wednesday, May 24th not to exceed 8 rooms per night. Flexibility to go up to 30 rooms per night, not to exceed 100 comp room nights over the dates of the contract.
- (175) Room nights at a preferred rate of $145.00++ Q/Q City View Guest Rooms $175.00++ King Upgrade per night (Applicable taxes apply. With tax exemption the City is still required to pay the mandatory 1% fee for Jacksonville); minimum of (4) suites per night will be needed each night (Executive and Junior Suites (based on availability) – not Studio King or Queen) Tuesday, May 23rd – Monday, May 28th, 2023.
- All unused rooms will be released on a mutually agreed upon date of May 2nd , 2023
- All Incidentals and Parking will be paid by the guest.
- Advanced check-in express service for entertainers (daily list to be provided)
- Bellmen to provide assistance with loading/unloading gear
- Space for (:30) commercial on hotel TV station in rooms
- Hotel agrees to facilitate delivery of premium gift and/or festival promotional item in entertainer and sponsor hotel rooms at no charge.

OSE SPONSORSHIP AGREEMENT
FACT SHEET

City of Jacksonville & OSE Information:

Date Requested:	03/02/2023
Date OGC to Return:	03/09/2023
Effective Agreement Date:	03/02/2023
Event Name:	Jacksonville Jazz Fest 2023
Event Date:	May 25th through May 28th, 2023
Event Location:	Downtown Jacksonville
OSE Contact:	Lisa Anderson & Paige Wright Sponsorship Coordinator's LisaA@coj.net, x5424; pwright@coj.net x7732

Sponsor/Partner Information:

Sponsor Name:	Marriott Jacksonville Downtown
	Onsite Activation: No
Agent or Marketing Provider ***(If Applicable)*****:**	
	Onsite Activation:
Address:	245 Water Street Jacksonville, FL 32202
Representative/Contact:	Mike Islava, Director of Sales & Marketing 245 Water Street Jacksonville, FL 32202 (904) 791-4827 michael.islava@marriottjacksonvilledowntown.com

Contract Form:

Form to Use: **(City Template, Third Party, Amendment, Renewal)**	City Template

Contract Information:

Standard Template:	Yes
Special Conditions for Insurance, Indemnification, Liability ***(if yes, explain)*****:**	
Other Notes:	

Exhibit A Information:

Sponsor Shall Receive:
• Logo placement on event site (http://jacksonvillejazzfest.com) with link to Sponsor website (prior to and during the event duration upon signing of this Event Sponsorship Agreement). • Logo inclusion on event guide. • City provided promotional items and materials including Jazz buttons for hotel staff, official event guides, Jazz Festival posters for distribution

Sponsor Agrees To:

- (10) Ten Room nights at a preferred rate of $139.00 per night. Minimum of (4) four suites per will be needed each night (Executive and Junior Suites (based on availability) – not Studio King or Queen). Thursday, May 25th,2023 through Monday, May 29th, 2023.
- Provide the City use of (1) One two-bedroom Presidential Suite for Event talent at a rate of $600.00 paid each evening of Friday, May 26th, Saturday, May 27th and Sunday, May 28th.
- All unused rooms will be released on a mutually agreed upon date of May 19th, 2023.
- Advanced check-in express service for entertainers (daily list to be provided)
- Bellmen to provide assistance with loading/unloading gear
- Hotel agrees to facilitate delivery of premium gift and/or festival promotional item in entertainer and sponsor hotel rooms at no charge.
- Provide the City use of complimentary hotel space from Wednesday, May 24th through Monday, May 29th to be used as the Event transportation command center in the in the Naples Room and to address entertainer needs throughout the event.
- Provide the City use of complimentary hotel space from Wednesday, May 24th through Monday, May 29th to be used as the Event Volunteer command center in the Tampa Room and to address volunteer needs throughout the event.
- Maximum possible indebtedness for the agreement is $7,360.00 (tax exempt).

OSE SPONSORSHIP AGREEMENT
FACT SHEET

City of Jacksonville & OSE Information:

Date Requested:	03/06/2023
Date OGC to Return:	03/13/2023
Effective Agreement Date:	03/06/2023
Event Name:	Jacksonville Jazz Fest 2023
Event Date:	May 25th through May 28th, 2023
Event Location:	Downtown Jacksonville
OSE Contact:	Lisa Anderson & Paige Wright Sponsorship Coordinator's LisaA@coj.net, x5424; pwright@coj.net x7732

Sponsor/Partner Information:

Sponsor Name:	LEXDEVCOJAX, LLC/ Southbank Hotel Jacksonville Riverwalk
	Onsite Activation: No
Agent or Marketing Provider ***(If Applicable)*****:**	
	Onsite Activation:
Address:	1515 Prudential Drive Jacksonville, FL 32207
Representative/Contact:	Antonia S. Hale, Director of Sales & Marketing 2900 North University Drive, Suite 48, Coral Springs, Florida 33065 antonia.hale@Marriott.com 904-421-4469

Contract Form:

Form to Use: **(City Template, Third Party, Amendment, Renewal)**	City Template

Contract Information:

Standard Template:	Yes
Special Conditions for Insurance, Indemnification, Liability ***(if yes, explain)*****:**	
Other Notes:	

Exhibit A Information:

Sponsor Shall Receive:
• Logo placement on event site (http://jacksonvillejazzfest.com) with link to Sponsor website (prior to and during the event duration upon signing of this Event Sponsorship Agreement). • Logo inclusion on event guide, select event promotions and entertainment select signage in various formats to be determined by the City.

- One half-page, full-color ad in the official event guide due by April 10th, 2023.
- Inclusion in select social media and email promotions, with opportunity for custom social media push with Jacksonville partner hotels
- City provided promotional items and materials including Jazz buttons for hotel staff, official event guides, Jazz Festival posters for distribution
- Multiple custom stage announcements from all stages to be determined by the City.
- Ten (10) each day loaded with $30 VIP Single-Day Experience passes totaling thirty (30) passes for invited guests and customers Ten (10) for each day. Promotional only not for resale.
- Payment terms as follows: City shall pay Sponsor a deposit of $9,675.00 for the purpose of reserving 75 rooms at a rate of $129.00 per room/per night for the period of May 25th, 2023 through May 29th, 2023 (a total of 300). City shall pay the deposit May 1st, 2023 or if after this date, upon contract execution by City and Sponsor.
- Final room reservations are due by May 10th, 2023. Any remaining balance of reserved rooms above the City's $9,675.00 deposit shall be paid by City in full at the conclusion of the event Monday, May 29th, 2023.
- Any of the 300 unreserved room nights are to be forfeited to Sponsor for Sponsor's use and will no longer be part of this agreement on May 10th, 2023. Shortly thereafter, Sponsor will issue City a refund of any of the remaining deposit or other unused amounts paid by City for unreserved rooms.
- The City will not be responsible for any parking costs. Parking costs are the responsibility of each guest.
- The City's maximum total indebtedness for the Agreement is $38,7000.00 (300 nights at $129.00 per night/tax exempt).

Sponsor Agrees To:

- (30) Complimentary room nights; not to exceed 10 rooms per night for Thursday, May 25th – Monday, May 29th, 2023.
- (75) Room nights at a preferred rate of $129 per night ($12.00 self-parking). (Applicable taxes apply. Minimum of (4) suites per night will be needed each night (Executive and Junior Suites (based on availability) – not Studio King or Queen) Thursday, May 25th – Monday, May 29th, 2023.
- All unused rooms will be released on a mutually agreed upon date of May 10th, 2023 when rooming list is received before final payment due at conclusion of the event.
- Advanced check-in express service for entertainers (daily list to be provided)
- Bellmen to provide assistance with loading/unloading gear.
- Hotel agrees to facilitate delivery of premium gift and/or festival promotional item in entertainer and sponsor hotel rooms at no charge.