SINGLE SOURCE AWARD **BID # SS-0005-20**

Subject: BOB HAYES INVITATIONAL TRACK MEET – FY20

Department: Office of Special Events

Description of Purchase:
Recommend approval of Single Source award to Bob Hayes Invitational Track Meet, Inc. for management and promotion of the Bob Hayes Invitational Track Meet for FY20. The organization promotes amateur athletics and education through the hosting of an annual high school invitational track and field meet and related activities. Period of service is from date of award through September 30, 2020. Estimated total expenditure not to exceed $84,875.00.

Funding Source: SPET01ASE-08201-EVT014-20 – To be encumbered by purchase order.

Single Source Award To: Bob Hayes Invitational Track Meet, Inc.

Price Justification: See attachment

Total Award: $84,875.00 **Requisition #:** N/A

Attachments: Single Source Form, Recommendation Memo, Previous Wards

Certification as to Single Source: Marlene Russell, Director Organizational Effectiveness

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

Analyst: David Klages

Gregory Pease, 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-113, Revised 12/2007

City of Jacksonville, Florida

Lenny Curry, Mayor

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

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

FROM: **Marlene Russell, Director Organizational Effectiveness**

CC: **Brent Fine, Office of Special Events Manager**

SUBJECT: **FY20 – Bob Hayes Track Meet**

DATE: **May 16, 2019**

The Office of Special Events requests Procurement grant a single source award to Bob Hayes Invitational Track Meet, Inc. in the amount of $84,875 for the purpose of managing and promoting the annual Bob Hayes Invitational Track Meet.

The Bob Hayes Invitational Track Meet, Inc. is an organization that promotes amateur athletics and education through the hosting of an annual high school invitational track and field meet and related activities. The mission of the organization is to encourage existing middle and high school student athletes to continue competitive amateur athletics in the sport of track and field.

Through the Office of General Counsel, City will enter into contract agreement. Payment will be processed through the contract.

ESTIMATED EXPENDITURES NOT TO EXCEED $84,875
FUNDING SOURCE: SPET01ASE-08201-EVT014-20

Attachments:

- **Single Source Request Form**
- **City Contract #8311-15, Prior Year Contract**

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): Office of Special Events

FUNDING SOURCE: SPET01ASE-08201-EVT014-~~19~~ 20 PK

BRIEF DESCRIPTION OF GOODS/SERVICES:

Management and promotion of the annual Bob Hayes Invitational Track Meet

AMOUNT OF PROJECT (attach quote): $84,875

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

Promote the annual Bob Hayes Invitational Track Meet. City Contract #8311-15, attached outlines the scope of the event. Grant funds will be used for equipment rentals, staffing, lodging, logistics and other administrative costs

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

Bob Hayes Invitational Track Meet, Inc. is the provider of event management and promotion for their own annual track meet.

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:

The Office of Special Events has researched the availability of requested goods/services. Bob Hayes Invitational Track Meet, Inc is the only organization that provides the requested deliverables.

Submitted by: Marlene Russell — Director Organizational Effectiveness

(Name) **(Title)**

Date: 5/21/19

Requesting Agency's Director's Signature: Marlene Russell

Procurement Division ____

March, 2017

SINGLE SOURCE AWARD **BID # SS-0256-19**

Subject: Management and Promotion of Annual Bob Hayes Invitational Track Meet

Department: Office of Special Events

Description of Purchase:
Recommend approval of Single Source award to Bob Hayes Invitational Track Meet, Inc., for management and promotion of the Bob Hayes Invitational Track Meet. The organization promotes amateur athletics and education through hosting of an annual high school invitation, field meet and related activities. Period of service is from date of award through September 30, 2019, with an estimated annual expenditure not to exceed $84,875.00.

Funding for this award will be encumbered by check request through funding sources: SPET01ASE-08201- EVT014-19.

Single Source Award To: Bob Hayes Invitational Track Meet, Inc.

Price Justification: See Attached

Total Award: $84,875.00 **Requisition #** N/A

Attachments: Single Source Form; Agency Memo; Previous Award

Certification as to Single Source: Brent Fine, Office of Special Events Manager

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

ANALYST: Chelsey Fleming

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

10/11/18
DATE

ACTION OF AWARDING AUTHORITY

DATE: 10/12/18

APPROVED _____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

FORM GB-114, Revised 12/2007

SINGLE SOURCE AWARD BID # SS-0306-18

Subject: Management and Promotion of Annual Bob Hayes Invitational Track Meet

Department: Office of Special Events

Description of Purchase:
Recommend approval of Single Source award to Bob Hayes Invitational Track Meet, Inc., for management and promotion of the Bob Hayes Invitational Track Meet. The organization promotes amateur athletics and education through hosting of an annual high school invitation, field meet and related activities. Period of service is from date of award through September 30, 2018, with an estimated annual expenditure not to exceed $84,875.00.

Funding for this award will be encumbered by check request through funding sources: SPET01ASE-08201.

Single Source Award To: Bob Hayes Invitational Track Meet, Inc.

Price Justification: See Attached

Total Award: $84,875.00 **Requisition #** N/A

Attachments: Single Source Form; Agency Memo; Previous Awards

Certification as to Single Source: Dave Herrell, Sports and Entertainment Officer, Office of Sports and Entertainment

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

ANALYST: Chelsey Fleming

Gregory Peake, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE
"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 10/26/17

ACTION OF AWARDING AUTHORITY

APPROVED **DISAPPROVED** **DATE:** 10/26/17

OTHER

SIGNATURE OF AUTHENTICATION

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

FORM GB-114, Revised 12/2007

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  QWS3270X   6/12/2019  12:43 PM
FAML6350 V5.1              **    NW COJ FAMIS PRODUCTION      **     06/12/2019
LINK TO:                       ACCOUNT SUMMARY INQUIRY                 12:43 PM

FISCAL MO/YEAR  : 09 2019                                CURRENCY CODE :
INDEX CODE      : SPET01ASE     OFFICE OF SPECIAL EVENTS
SUBOBJECT       : 08201         SUBSIDIES & CONTRIBUTIONS TO PRIVATE ORG
PROJECT         : EVT014        BOB HAYES TRACK
PROJECT DETAIL  : 20            TITLE NOT ON FILE
GRANT           :
GRANT DETAIL    :
USER CODE       :
-------------------------------------------------------------------------------
S                                 JUNE 2019    ANNUAL BALANCE ALL YEARS BALANCE
  ESTIMATED REVENUES
  REVENUES
    UNREALIZED REVENUES
  BUDGET
  EXPENDITURES
  ENCUMBRANCES
  PRE-ENCUMBRANCES
    REMAINING BALANCE
F1-HELP      F2-SELECT                 F4-PRIOR     F5-NEXT
                         F9-LINK      F10-PRIOR-MO F11-NEXT-MO
G007 - RECORD DOES NOT EXIST, PLEASE SELECT A FUNCTION
```