SUBJECT: JACKSONVILLE JAZZ FESTIVAL VIP CATERING

BID #: ESC-0277-23 **OPEN DATE: 2022-12-21**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2023, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

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

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the highest scoring responsive, responsible bidder THE CHEF'S GARDEN OF JACKSONVILLE, INC. in the amount of $137,100.00 for JACKSONVILLE JAZZ FESTIVAL VIP CATERING. Period of service will be from date of award through September 30, 2023, with four (4) one (1) year renewal options. Below are the bidders with the following scoring points ranking:

Chef's Garden of Jacksonville, Inc.	80.60 points
The Food Doctor	79.00 points
Fuze on Catering	61.78 points

Funding Sources: 00113.133101.549040.000000. Multiple Activities.00000.0000000, 00113.133105.552060.000000.00000000.00000.0000000, 10302.133101.549006.000000.00000000.00000.0000000, to be executed by purchase order(s).

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

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, ACTING 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 CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Daryl T. Joseph, Director

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

ONE CITY. ONE JACKSONVILLE.

January 26, 2023

To: Dustin Freeman, Chief
Procurement Division

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

From: Chandler Fussell
Chief, Sports & Entertainment Division

Subject: ESC-0277-23 Jacksonville Jazz Festival VIP Catering Services Recommendation

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The Parks, Recreation and Community Service Department; Sports and Entertainment Division respectfully requests the Procurement Division proceed with awarding Chef's Garden that ranked as the highest graded qualified bidder on the ESC-0277-23 Jacksonville Jazz Festival VIP Catering. The Food Doctor ranked in 2nd and Fuze On Catering ranked in 3rd .

The term of this agreement is to commence on the date of award through September 30, 2023, 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 conditions set forth in the bid documents.

The estimated annual cost for this project is not expected to exceed $137,100.00 and shall be procured with a Purchase Order released from the assigned Contract Purchase Order Agreement.

Funding Source: 00113.133101.549040.000000.Multiple Activies.00000.0000000
00113.133105.552060.000000.00000000.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000

JMK

Attachments: Scoring Matrix and Bid Tabulations

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

BID TABULATION SHEET

TITLE: Jacksonville Jazz Festival VIP Catering
BID NO: ESC-0277-23
OPEN DATE: December 21, 2022
BUYER: Michelle Spitler/Ruben Ola
NO. INVITED: (10) No. Received: (3) No Bids: (0)
RECORDED BY: Melisa Pierce, BID ANNOUNCER: Ben Kemp

	Chef's Garden	The Food Doctor	Fuze On Catering
Main Options: Examples include Fried Chicken (Sandwich or not), cheeseburgers, Tacos (2), Jambalaya, Mozzarella Sticks, loaded nachos, paninis, Flatbread Pizza,	$64,500.00	$60,000.00	$100,020.00
Side Options: Examples include Edamame, French fries, sweet potato chips, Hummus with pita chips, baked or mashed potato, Mac & Cheese, Side Salad, Chips &	$36,000.00	$13,500.00	$99,990.00
Full Meal Salad Options: Examples include Grilled chicken Cesar salad, summer salad with mixed berries, Cobb salad with chicken, BBQ Chicken Salad - 600 Each	$11,100.00	$2,400.00	$3,996.00
Desert Options: Examples include Jumbo homemade brownie, jumbo gourmet cupcake, churro with chocolate dipping sauce - 1500 Each	$19,500.00	$6,000.00	$25,005.00
Labor: Labor to be billed for onsite staff, including setup, service, prep, breakdown, and delivery. Offsite labor such as ordering, loading trucks, etc. may not be billed. -	$6,000.00	$12,750.00	$39,600.00
Grand Total	$137,100.00	$94,650.00	$268,611.00

ITEM NO.	DESCRIPTION	POINTS			
1	**Competency:** Summary of your company, including why your company is best suited for this project (no more than 1 page) Overview explaining how company is qualified to provide these services. Maximum of twenty (20) points total.	20	18.66	14.00	16.00
2	**Past Performance:** Three (3) major outdoor events where your company has provided full-service catering operations to more than 300 people per day in the last 4 years. Include the event name, date (month, day, year), and number of meals served per day in your response. No less than three (3) photos of your equipment setup at an event. Maximum of fifteen (15) points total.	15	13.00	11.00	11.34
3	**Ability:** Menu of all proposed items. Specific listing of main ingredients for each food item. Evaluated sample menu tasting in Jacksonville, FL on an agreed upon date by the Supplier and the City of Jacksonville within 30 days of bid opening outlined above. Maximum of twenty-five (25) points total.	25	21.34	14.00	20.34
4	**Total Price:** (The contractor submitting the lowest cost to the City shall receive the maximum number of points for cost, 40 points. Each sub-sequentially higher cost shall be divided into the lowest cost received and the products score percentage will be multiplied by the maximum points available to render the points.) Score = (Lowest Bid/The Bid) X 40	40	27.60	40.00	14.10
	Total Points	100	80.60	79.00	61.78
	Minimum Requirements:		✓	✓	
	Business/Corporate References:		✓	✓	✓
	Insurance Agent Acknowledgement Form:		✓	✓	
	Conflict of Interest:		✓	✓	✓

SCORING MATRIX ESC-0277-23

Jacksonville Jazz Festival VIP Catering

Supplier	20 Points	15 Points	25 Points	40 Points	OVERALL	Rank
	Competency: Summary of your company, including why your company is best suited for this project (no more than 1 page) Overview explaining how company is qualified to provide these services. Maximum of twenty (20) points total.	**Past Performance:** Three (3) major outdoor events where your company has provided full-service catering operations to more than 300 people per day in the last 4 years. Include the event name, date (month, day, year), and number of meals served per day in your response. No less than three (3) photos of your equipment setup at an event. Maximum of fifteen (15) points total.	**Ability:** Menu of all proposed items. Specific listing of main ingredients for each food item. Evaluated sample menu tasting in Jacksonville, FL on an agreed upon date by the Supplier and the City of Jacksonville within 30 days of bid opening outlined above. Maximum of twenty-five (25) points total.	**Total Price:** (The contractor submitting the lowest cost to the City shall receive the maximum number of points for cost, 40 points. Each sub-sequentially higher cost shall be divided into the lowest cost received and the products score percentage will be multiplied by the maximum points available to render the points.) Score = (Lowest Bid/The Bid) X 40	Total Points (100)	
Chef's Garden						100
April Hartwhich	20.00	13.00	23.00	27.60	83.60	
Chandler Fussell	18.00	14.00	21.00	27.60	80.60	
Teneese Williams	18.00	12.00	20.00	27.60	77.60	
Average	18.66	13.00	21.34	27.60	80.60	
The Food Doctor						2.00
April Hartwhich	16.00	12.00	13.00	40.00	81.00	
Chandler Fussell	12.00	10.00	10.00	40.00	72.00	
Teneese Williams	14.00	11.00	19.00	40.00	84.00	
Average	14.00	11.00	14.00	40.00	79.00	
Fuze On Catering						3.00
April Hartwhich	15.00	10.00	19.00	14.10	58.10	
Chandler Fussell	17.00	13.00	20.00	14.10	64.10	
Teneese Williams	16.00	11.00	22.00	14.10	63.10	
Average	16.00	11.34	20.34	14.10	61.78	

Section 4
Description of Services and Deliverables

Description of Services:

4.1 Scope of Work:

The City of Jacksonville (City) is requesting proposals from qualified and experienced Contractor(s).

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 **JACKSONVILLE JAZZ FESTIVAL VIP CATERING SERVICES** as listed in the bid.

These services will be utilized for the designated VIP areas at the Jacksonville Jazz Festival. Bidders shall supply one (1) rate per line item. Daily, weekly and holiday rates are to be the same. Rates shall include in-person consulting of the needs for each event.

Supplier will service up to two VIP areas within the Jacksonville Jazz Festival site. VIP's will be able to purchase items from the City through the City point of sale system using pre-loaded wristband credits or credit card. Supplier will not retain these payments; City will pay in accordance with the quantity of items ordered per the bid. The menu will be à la carte where an attendee can order various items, similar to a concession stand. Food types should be elevated for a VIP experience. Frozen, prepackaged main items are not acceptable.

The purpose of this bid is to obtain pricing and sample menu items, once the bid is awarded a final menu will be agreed upon. Items of varying price may be added upon agreement by City. Bidders must be able to manage crews and services according to site maps and plans supplied by the City of Jacksonville, Division of Sports, and Entertainment. All staff must be professional and able to communicate proficiently in English, well-groomed, and ready to work. Staff may not smoke, eat, or drink while performing public-facing services (drinking water is acceptable). Awarded Bidder must coordinate with the Designated Event Coordinator for site location and arrival/departure of staff according to the event timeline. Due to the nature of the events, last minute additions or changes may occur.

4.2 Deliverables/Service Expectations:

4.2.1 Requirements

Bidders shall submit proof of and comply with the following requirements. Failure to submit proof of any of these requirements may be grounds for rejection.

A. Supplier shall provide proof of applicable business license.

B. Supplier shall be skilled on major catering event operations and services. These requirements include submitting proof of the following:

1. Overview explaining how company is qualified to provide these services.
2. Three (3) major outdoor events where your company has provided full-service catering operations to more than 300 people per day in the last 3 years. Include the event name, date (month, day, year), and number of meals served per day in your response.
3. No less than three (3) photos of your equipment setup at an event.
4. Menu of all proposed items.
5. Specific listing of main ingredients for each food item.

C. Supplier shall agree to an evaluated sample menu tasting in Jacksonville, FL on an agreed upon date by the Supplier and the City of Jacksonville within 30 days of bid opening date outlined above.

4.3 Special Instructions:

4.3.1 Delivery
There are no special instructions regarding delivery.

4.3.2 Responsibility for Damages
The organization must comply with all insurance and indemnification terms of this RFP. The City will not be responsible for any loss, theft, damage, or vandalism to any property belonging to the Licensee.

4.3 Special Instructions:

4.3.1 Delivery
There are no special instructions regarding delivery.

4.3.2 Responsibility for Damages
The organization must comply with all insurance and indemnification terms of this RFP. The City will not be responsible for any loss, theft, damage, or vandalism to any property belonging to the Licensee.

4.3.3 Non-Mandatory Prebid Meeting:
There will be a Non- mandatory Bid meeting scheduled for this solicitation. Time and Location TBD by Procurement.

4.3.4 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).

4.3.5 Quantities:
Items indicated reflect the anticipated catering service needs throughout the term of the agreement. Actual needs may vary, and the City reserves the right to add additional items within the scope of catering services to this agreement as deemed necessary anytime during the agreement period. Pricing of items added to this agreement shall be agreed upon between the City and Supplier.

Final quantities will be provided to the supplier no less than ten (10) calendar days prior to the first date of service. Estimated quantities will be provided to the supplier no less than twenty (20) calendar days prior to the first date of service.

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. Due to the nature of Special Events, items may be added or altered, sometimes less than 24-hours prior to event. Additions or alterations in equipment must be approved in writing by Teneese Williams, Event Logistics Manager, **TeneeseW@coj.net.**

4.3.6 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.

4.3.7 Prices:

All unit prices shall include freight, delivery, handling, materials, equipment, staff uniforms, setup and removal of all equipment, and all other items to successfully fabricate and execute the event catering. Pricing should be reflective of one (1) event for the unit quantities listed.

4.3.8 Compliance with Specification:

The bidder, by affixing his or her signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bidder may 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.

4.3.9 Invoicing:

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville. At a minimum, invoices must include purchase order number; item number and description; date of assembly and disassembly; quantity ordered and shipped; unit prices; unit of measure; and extended totals. Payment terms are net 30 days from the date of correct invoice's being received by the City. Invoice may be sent upon conclusion/delivery of the line item. Deposits will not be considered. All original invoices shall be submitted through the City of Jacksonville 1Cloud procurement system.

4.4.0 Insurance/Indemnification:

Each supplier shall maintain, for the entire term of this agreement, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded supplier will be required to submit a copy of its insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

4.4.1 Supplier Accessibility:

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.

4.4.2 Subsuppliers:

If the Supplier proposes to use subsuppliers to provide services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance, and approval of the City prior to any contract award. The City reserves the right to approve or disapprove of any subsupplier candidate in its best interest and to require Supplier to replace subsupplier with one that meets City approval. Supplier shall ensure that all of Supplier's subsuppliers perform in accordance with the terms and conditions of this Contract. Supplier shall be fully responsible for all of Supplier's subsuppliers' performance, and liable for any of Supplier's subsuppliers' non-performance and all of Supplier's subsuppliers' acts and omissions.

4.4.3 Media:

In an effort to convey accurate information to the public, company, company employees/labor, or company sub-suppliers must refer all media inquiries to the City of Jacksonville Office of Special Events and may not comment on any aspect of the event. News releases, publicity releases, or advertisements relating to this contract, or the tasks or projects associated with the project shall not be made without prior approval in writing from the City of Jacksonville Division of Sports and Entertainment.

4.4.4 Terminology

For the purposes of these bid documents, Supplier and Contractor shall be interchangeable. Subsupplier and Subcontractor shall be interchangeable.

Attachment B
Evaluation Criteria

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder for the Evaluation Criteria. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

Category	Evaluation Criteria	Maximum Points
Competency	Summary of your company, including why your company is best suited for this project (no more than 1 page) Overview explaining how company is qualified to provide these services. Maximum of twenty (20) points total.	20
Past Performance	Three (3) major outdoor events where your company has provided full-service catering operations to more than 300 people per day in the last 4 years. Include the event name, date (month, day, year), and number of meals served per day in your response. No less than three (3) photos of your equipment setup at an event. Maximum of fifteen (15) points total.	15
Ability	Menu of all proposed items. Specific listing of main ingredients for each food item. Evaluated sample menu tasting in Jacksonville, FL on an agreed upon date by the Supplier and the City of Jacksonville within 30 days of bid opening outlined above. Maximum of twenty-five (25) points total.	25
Total Price	TOTAL PRICE (The contractor submitting the lowest cost to the City shall receive the maximum number of points for cost, 40 points. Each sub-sequentially higher cost shall be divided into the lowest cost received and the products score percentage will be multiplied by the maximum points available to render the points.) Score = (Lowest Bid/The Bid) X 40	40
	Total	**100**