PROCUREMENT DIVISION

MEMORANDUM

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

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

DATE: **December 20, 2016**

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 **Replacement Concessions Point of Sale (POS) System**. 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

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	

JACKSONVILLE

Sports and Entertainment Facilities

MEMORANDUM

DATE: **December 19, 2016**

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

FROM: **Keith Van Der Leest, Asst. General Manager**
SMG-Jacksonville

SUBJECT: **Certification Letter for EverBank Field – Replacement Point of Sale System**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced services.

The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The purpose of this request is to ask permission to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of a replacement concessions point of sale (POS) system at EverBank Field. The evaluated bid is required due to the complexity in the "back office" systems which are used to process data and provide the necessary reporting and integration into existing ticketing and guest loyalty systems currently in place and the importance of the qualifications of the providers in the industry and the references versus a low bidder, open market method. In order to ensure that our requirements are met along with the best overall value to the City, the evaluated process would be the fairest way to select the vendor. While cost and budget concerns will bear weight, the way in which the vendors accomplish the solution will have an impact on recurring costs and maintenance, service and support options for the system. The sub-committee responsible for evaluating the submitted bids will be comprised of representatives from SMG, the Jacksonville Jaguars and the current stadium food service provider, Delaware North (DNC).

The objective of the project is to provide a replacement for the existing concessions point of sale system which will no longer be supported by the existing manufacturer in 2017 due to "end of life" technology.

The name and telephone numbers of the representatives designated to serve on the committee are as follows:

Keith Van Der Leest	SMG	630-3963
Jason Morrill	SMG	633-6125
Michael Webb	JJL	633-6532
Shannon Gray	JJL	633-6540
Ryan Prep	DNC	633-6169
Jason Thomas	DNC	633-6156

Thanks for your consideration with this request.

300 A. Philip Randolph Boulevard, Jacksonville, FL 32202
(904) 630-3900 - www.jaxevents.com

Burakowski, Steven

From: Pease, Gregory
Sent: Monday, December 19, 2016 4:55 PM
To: Kekec, Nihal
Cc: Burakowski, Steven; Pease, Gregory
Subject: CSPEC Item for Agenda
Attachments: JMS Point of Sale 2017 - Certification letter for CSPEC (12.19.2016).pdf; SMG CSPEC POS RFP DRAFT-12.19.2016GWP Edits_Ver2.doc

Nihal,

Please add this for this Thursday's agenda.

Steve – I need you to take this one over. The RFP is substantially done, but will need you to ad your contact info and work with the using agency of dates and such. I will assist you as well. The RFP has already been through Risk for review and is currently going through EBO.

Thanks,
Greg

Gregory W. Pease
Chief of Procurement
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202
Ph. 904.255.8801
Fax 904.255.8838

ONE CITY ONE JACKSONVILLE!

*** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ***

Burakowski, Steven

From: Cruz, Aileen
Sent: Tuesday, December 20, 2016 12:06 PM
To: Burakowski, Steven
Subject: Replacement Concessions Point of Sale System

To: Greg Pease, Division Chief
Procurement Division

From: Mario Rubio, JSEB Administrator
Jacksonville Small and Emerging Businesses (JSEB) & Contract Compliance Office

RE: Replacement Concessions Point of Sale System

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

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) 255-8840.

Aileen Cruz
Business Analyst
City of Jacksonville
Small & Emerging Business Office
214 N Hogan St. Suite 800
Jacksonville, Fl. 32202
904-255-8828 office
904-255-8842 fax