SINGLE SOURCE AWARD **BID # SS-9394-21**

Subject: Management and Promotion of Annual Bob Hayes Invitational Track Meet FY21

Department: Parks, Recreation and Community Services 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 FY21. The organization promotes amateur athletics and education through the hosting of an annual high school invitational track and field and related activities. Period of service will be from date of award through September 30, 2021, with an estimated annual expenditure not to exceed $84,875.00.

Funding Source: 00113.133101.582001.000000.00001339, to be executed by Contract Purchase Agreement.

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: 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

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-114, Revised 12/2007

SINGLE SOURCE REQUEST

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

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

Award will be for the management and promotion of the annual Bob Hayes Invitational Track Meet

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 sole provider of the event and directly manages all logistics and promotion.

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:

There is no other organization to contract as the Bob Hayes Invitational Track Meet is the founders of the event and therefore, the only organization which can provide the services

Procurement Division

March, 2020

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.

October 22, 2020

TO: Greg Pease, Chief
Procurement Division

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

Subject: FY21 Single Source- Bob Hayes Invitational Track Meet, Inc.

The Department of Parks, Recreation and Community Services, Division of Sports & Entertainment respectfully requests the Procurement Division 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, The City of Jacksonville will enter into a contract agreement with Bob Hayes Invitational Track Meet, Inc. and payment will be processed through Contract Purchase Agreement.

Estimated Expenditures are not to exceed $84,875.

FUNDING SOURCE – SPET01ASE14-8201
00113.133101.582001.000000.00001339

JM

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

City of Jacksonville
Sports and Entertainment

Purchase Request Form

Submit Completed Form with Documentation and Signatures in Section 10 to Accounting Manager

1 Bob Hayes Invitational Track Meet, Inc.
SUPPLIER NAME

2 $ 84,875.00
AMOUNT REQUESTED/ESTIMATE

3 [ ] Purchase Order [ ] Check (Mailed) [X] Check (On Site) [ ] P-Card [ ] Internal Service [X] Other: Contract Payment
PAYMENT METHOD

4 Promotion and management of the 2021 Bob Hayes Invitational Track Meet, Inc. program - Grant
REQUESTED PURCHASE ITEMS

5 Bob Hayes Invitational Track Meet, Inc.
EVENT NAME

EVENT DATE

6 Budgeted within the FY21 Budget
JUSTIFICATION

PAYEE INFORMATION

7 Bob Hayes Invitational Track Meet, Inc.
SUPPLIER NAME

SUPPLIER WEBSITE

2255 Dunn Avenue
STREET

601
APARTMENT/SUITE

Jacksonville
CITY

FL
STATE

32218-4742
ZIP

Mark Kaleel
CONTACT NAME

904-655-8686
TELEPHONE

markkaleel@comcast.net
EMAIL

PURCHASE INFORMATION

8 List any special instructions or information regarding your order not listed on the business quote, e.g. - quantity, color, size, etc.

ORDINANCE 2020-504 appropriated this funding.

DOCUMENTATION

9 Attach official itemized quotes, contracts or other documentation for the requested purchase

AUTHORIZATION

10 By signing, I indicate that the above information is true and correct to the best of my knowledge and understand that requests are not approved until a PO, contract or other authorized procurement method is approved; available budget does not indicate approval for particular expenditures; all expenditures are subject to Chief and Procurement approval.

REQUESTOR SIGNATURE — DATE: 10/21/2020

SUPERVISOR SIGNATURE (If Required) — DATE

Brent Fine
REQUESTOR PRINTED NAME — DATE: 10/21/20

SUPERVISOR PRINTED NAME (If Required) — DATE

OFFICE USE

APPROVE [ ] DISSAPPROVE [ ] Maurice 10/21/20
ACCOUNTING MANAGER — DATE

APPROVE [✓] DISSAPPROVE [ ] 10/22/20
Director, Parks Recreation and Community Services — DATE

[ ] Artistic Award [ ] Bid [X] Contract [X] Sole Source
PROCUREMENT METHOD

Requisition: _____ Fund(5)/Center(6): SPET ✓ PRSE ____ Misc ____

Account(6): SvtaCo Activity(8): BobH FY: 21 Date entered: _____

1Cloud: 10113.133101.582001. 60001339

NOTES:

Contract #
Bob Hayes Track Meet

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"

Teresa R Eckar
CHAIRMAN

6/27/19
DATE

James R. McCain Jr.

ACTION OF AWARDING AUTHORITY DATE: 6/27/19

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-113, Revised 12/2007