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SINGLE SOURCE AWARD **BID # SS-15302-24**

Subject: 2024 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 2024 Jacksonville Jazz Festival. The requested total expenditure not to exceed $157,180.00. Date of event will be from May 23, 2024 through May 26, 2024.

Hyatt Corporation dba Hyatt Regency Jacksonville Riverfront	$105,000.00
LR JAX LLC dba Jacksonville River City Downtown Hotel	$ 7,480.00
Lexdevcojax LLC dba Southbank Hotel Jacksonville Riverwalk	$44,700.00
Total	$157,180.00

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: $157,180.00 **Requisition #** PRSP-501190-24

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.

Renata Barnett

ANALYST: Renata Barnett

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

Donna Deegan, Mayor

A NEW DAY.

Parks, Recreation & Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

January 30, 2024

To: Dustin Freeman, Chief
Procurement Division

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

From: Alex Alston, Chief
Sports and Entertainment Division

Subject: Single Source Request- Hotel Accommodation during the 2024 Jacksonville Jazz Festival

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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 2024 Jacksonville Jazz Festival.

The 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	$105,000
LR JAX LLC dba Jacksonville River City Downtown Hotel	$7,480
Lexdevcojax LLC dba Southbank Hotel Jacksonville Riverwalk	$44,700.00

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

FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

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 2024 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 2024 Jacksonville Jazz Festival.
4. Date of Request	1/30/2024

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 avcailablity of services needed and these suppliers are the sole suppliers for these locations]

6. Conflict of Interest (Must Check)

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes*.

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

☐ Supplier Quote

√ Single Source Memo signed by Director

√ Other [OGC Fact Sheet outlining max indebtedness]

OSE SPONSORSHIP AGREEMENT
FACT SHEET

City of Jacksonville & OSE Information:

Date Requested:	01/30/2024
Date OGC to Return:	02/06/2024
Effective Agreement Date:	01/30/2024
Event Name:	Jacksonville Jazz Fest 2024
Event Date:	May 23rd through May 26th, 2024
Event Location:	Downtown Jacksonville
OSE Contact:	Lisa Anderson & Mercedes Parker Sponsorship Coordinator's LisaA@coj.net, x5424; ParkerM@coj.net x5416

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 12th, 2024.
- 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.
- VIP Premium Experience Passes, TBD by COJ. Quantity and Value similar to 2023.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 $11,175.00 for the purpose of reserving 75 rooms at a rate of $149.00 per room/per night for the period of May 23rd, 2024 through May 27th, 2024 (a total of 300). City shall pay the deposit May 1st, 2024 or if after this date, upon contract execution by City and Sponsor.
- Final room reservations are due by May 12th, 2024. Any remaining balance of reserved rooms above the City's $11,175.00 deposit shall be paid by City in full at the conclusion of the event Monday, May 27th, 2024.
- 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 12th, 2024. 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 included in the preferred rate of $149.00 each night.
- The City's maximum total indebtedness for the Agreement is $44,700.00

Sponsor Agrees To:

- (1) Complimentary room per night for every (10) paid rooms picked up each evening; I.E., if you pick up 75 paid rooms on Thursday, COJ to receive (7) complimentary rooms that evening. From Thursday, May 23rd – Monday, May 27th, 2024.
- (75) Room nights at a preferred rate of $149.00 per night (includes self-parking expense). (Applicable taxes apply. A 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 23rd – Monday, May 27th, 2024.
- All unused rooms will be released on a mutually agreed upon date of May 12th, 2024 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.